QSS/OASIS Payroll Seminar
sponsored by the QSSUG Finance/Personnel Committee
hosted by Merced County Office of Education

Payroll – sponsored by the QSSUG Finance/Personnel Committee

QSS/OASIS Customer Education

Summary

A feature overview of the QSS/OASIS Payroll Software:

- Setting up Payroll Master Files and Online Tax Tables
- Maintaining Employee Payroll Data using QSS/OASIS Employee Maintenance
- Importing Payroll Data (Pay Lines, Deductions, Timesheets)
- Generating Pre- and Post-Payroll Reports
- Running jobs to Mass Update Pay Line and Deduction data
- Interfacing with California Retirement Systems (STRS/PERS)
- Processing Vendor Payments (VLD, Trailing Warrants)
- Managing Hand and Canceled Warrants
- Inspecting and Reporting Payroll History, Labor/Benefit History, Payroll Totals
- Using the ACA Payroll Analysis Report
- ACA 1095-C for Tax Year 2017

When and Where

- Wednesday, November 1, 2017 from 9:00am to 4:00pm (Pacific) in the **Newbold Room**
- **Merced County Office of Education, 632 West 13th St., Merced, CA 95341**
- Contact Ubence Quevedo at 209-381-5950 with questions about the Merced, CA area

Intended Audience

Payroll supervisors and staff; HR supervisors and staff; Business/Finance staff; Benefits Mgmt. staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Payroll.

Cost

- **Members** of the QSSUG F/P Committee: **$25** per participant.
- **Non-members** of the F/P Committee: **$250** per participant.
- For QSSUG F/P membership inquiries, contact your IT staff or a **Committee co-chair** (Lisa Knight, LKnight@ccoe.net or Richard Aldover, RAldover@sccoe.org**.**

Registration and Payment

- Complete the registration form included with this flyer. *Registration deadline is Tuesday, October 24, 2017*. Registrations accepted on a first-come, first served basis. **COE's should use one form for all registrants under their jurisdiction**. Last-minute substitutions permitted. **No refunds made for cancellations**.
- Prior to the seminar:
  - Mail **one** check (payable to **Harris School Solutions**) along with the completed registration form to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484**.
  - *Before mailing, write the name and date of the seminar on your check, and email scanned copies of the check and registration form to: MSmith5@HarrisComputer.com*.

For more information
MSmith5@HarrisComputer.com | 1.650.598.9500, x613

Registration Form – Payroll Seminar

QSS/OASIS Customer Education

Register the following people for the **Payroll** seminar at **Merced County Office of Education** on **Wednesday, November 1, 2017** from **9:00 am** to **4:00 pm**. COE's should use one form for **all** registrants under their jurisdiction.

Organization: _____   Contact Person: _____

Phone w/Ext.: (_____) _____   Contact Email: _____

1._____	2._____	3._____
4._____	5._____	6._____
7._____	8._____	9._____
10._____	11._____	12._____
13._____	14._____	15._____

- Registrations are initially limited to 15 participants per QSSUG member.
- Standby registrations taken on a space-available basis. Include registration fees for standby registrants in your check.
- Last-minute substitutions permitted. **No refunds made for cancellations**.
- Prior to the seminar:
    - Mail **one** check (payable to **Harris School Solutions**) along with the completed registration form to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484**.
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Standby Registrations:

1._____	2._____	3._____
4._____	5._____	6._____
7._____	8._____	9._____
10._____	11._____	12._____
13._____	14._____	15._____

If you have specific topics or questions you want addressed at this seminar, email them in advance to Don Hemwall at DHemwall@HarrisComputer.com.