**QSS WORKSHOP/LAB SCHEDULE & SYLLABUS**

**June - August 2015**

*All classes are at City Centre, 2nd Floor, Studio 3*

**HOT Lab ~ HR/Payroll ~ Thursday, June 11th 10:00am – 11:00am**

This hands-on lab will answer questions related to HR/Payroll functions.

[*http://kern.k12oms.org/1601-99632*](http://kern.k12oms.org/1601-99632)

**Accounts Payable Close ~ Thursday, June 18th 10:00am – 11:00am**

This training will focus on the year-end closing process for accounts payable.

[*http://kern.k12oms.org/1601-99634*](http://kern.k12oms.org/1601-99634)

**Absence Tracking Close ~ Thursday, June 25th  10:00am – 11:00am**

This training will focus on the year-end closing process for absence tracking.

[*http://kern.k12oms.org/1601-99635*](http://kern.k12oms.org/1601-99635)

**HOT Lab ~ HR/Payroll ~ Tuesday, July 7th 10:00am – 11:00am**

This lab will answer questions related to HR/Payroll functions.

[*http://kern.k12oms.org/1601-99637*](http://kern.k12oms.org/1601-99637)

**Read Only (Financial Reports) ~ Tuesday, July 21st 10:00am – Noon**

This training will cover how to run budget report writer, General Ledger reports, comparative budget reports as well as Account and Vendor lookup.

[*http://kern.k12oms.org/1601-99641*](http://kern.k12oms.org/1601-99641)

**Print Manager ~ Download ~ Tuesday, July 28th 10am – 11am**

This training will cover setup and using the QSS Control Center. You will also learn to manage your print files. Learn to print, route, download and export from the new QCC Print Manager. Vicki Lueck is scheduled to present this class.

[*http://kern.k12oms.org/1601-99643*](http://kern.k12oms.org/1601-99643)

**Budget/Cash/Payroll Transfers ~ Tuesday, August 11th 10am – 11am**

This training will cover budget, cash and payroll transfers.

[*http://kern.k12oms.org/1601-99644*](http://kern.k12oms.org/1601-99644)

**HOT Lab ~ HEAR Billing ~ Thursday, August 25th 10:30am – Noon**

This hands-on lab will cover any reconciliation of your SISC HEAR billing. Please bring your current HEAR statement with your login. There will be handouts to assist you in your balancing.

[*http://kern.k12oms.org/1601-99648*](http://kern.k12oms.org/1601-99648)

***If you are interested in attending any of the above workshops, please register via the link provided.***