March 11, 2015

TO: School District Administrators

FROM: Division of Administration, Finance and Accountability

SUBJECT: QSS Human Resources/Payroll Eliminated July 1, 2015

The External Business Department has been working with districts over the last few years to get all QSS users converted to the new QCC system. The next logical step is to begin disabling functionality from the traditional QSS system. The next function to be eliminated is the Human Resources/Payroll modules.

Effective July 1, 2015, all users will need to be utilizing the new QCC Human Resources/ Payroll modules to manage Payroll, Position Control, Absence Tracking, HR Code Maintenance, Employee Maintenance, HR Reports/Job Selector and Personnel Downloader.   Many QSS users are already using QCC to manage Human Resources/Payroll and realize the ease of the process.

We will be having several trainings and open labs between now and July 1, 2015, to ensure all users are comfortable with the QCC Human Resource/Payroll processes. The following trainings are currently scheduled:

- *Tuesday March 17th Open Lab HR/Employee Maintenance 10:00 a.m. to 11:00 a.m.*
- *Wednesday, March 25th ALL DAY QSS Seminar HR Report/Query from 9:00 a.m. to 4:00 p.m.*
- *Wednesday, April 1st, Open Lab HR/Payroll 10:00 a.m. to 11:00 a.m.*
- *Wednesday, April 15th, Webinar Human Resources, from 10:00 a.m. to 12:00 p.m.*

I highly encourage all QSS users to utilize the Human Resources/Payroll in QCC during the next 3 months in order to be able to navigate through the menus with ease when it becomes necessary.

If you are not currently using QCC Human Resources/Payroll and do not have access to the Human Resources/Payroll menus; I encourage you to contact us at BASS@kern.org to establish the required menu options.

If you have any questions or concerns, please contact Priscilla Quinn, External Chief Financial Operations Officer at (661) 636-4732.

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