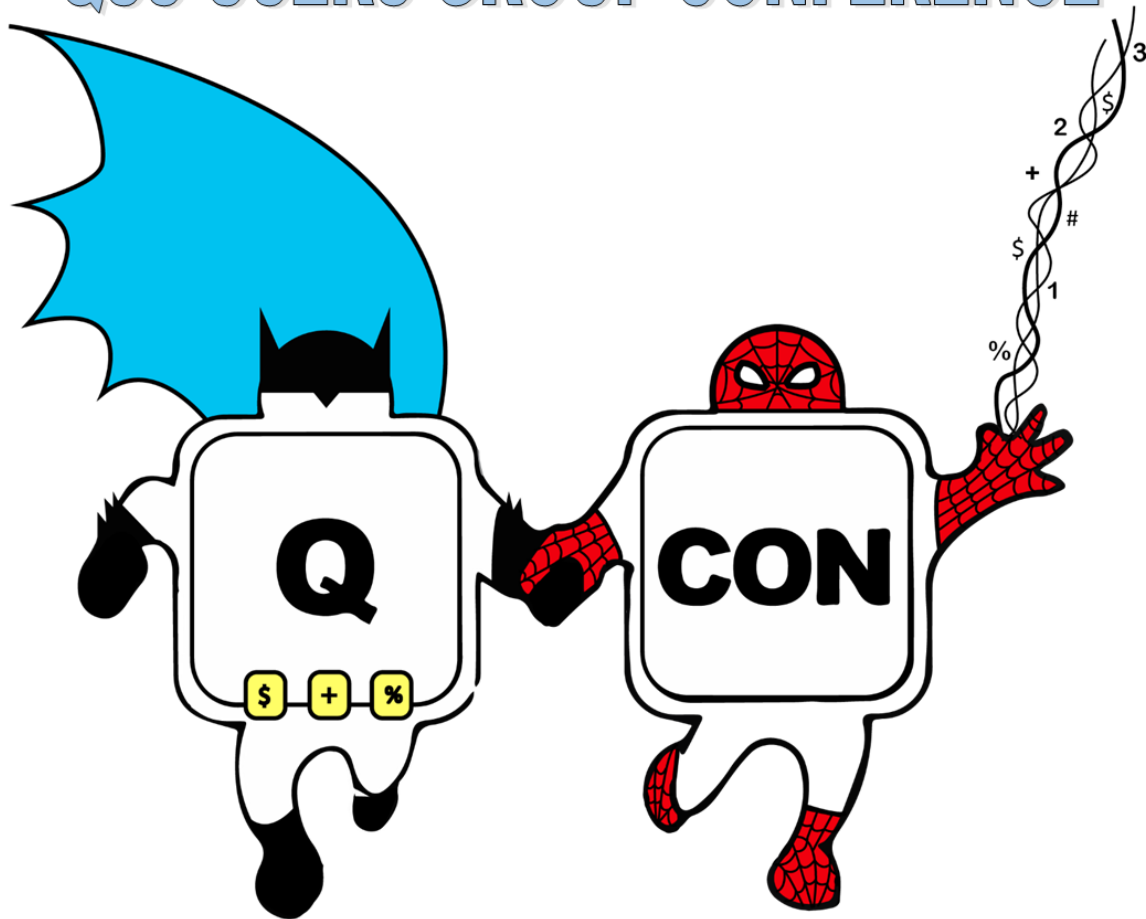


39TH ANNUAL



QSS USERS GROUP CONFERENCE



March 5-8, 2024

Visalia Marriott at the Convention Center

300 South Court Street

Visalia, CA 93291

Committee Meetings—Tuesday, March 5, 2024

Location: Charter Oak Ballroom D (Convention Center)
System Management and Administration Committee (SMAC): 12:30—2:00 PM
Emergency Preparedness Committee (EPC): 2:00—2:30 PM
Purchasing, Stores, and Fixed Assets (PSFA) Committee: 2:30—4:00 PM
Finance/Personnel Committee: 4:00—5:30 PM

***NOTE:** There is no charge for the Tuesday committee meetings, but refreshments will be provided. These meetings are held prior to the conference, which enables us to offer more workshops during the three days of the conference.*

Registration Hours

Tuesday, March 5: 3:30 – 5:00 PM
Wednesday & Thursday, March 6 & 7: 7:30 AM—4:00 PM
(Closed for lunch 12:00—1:00 PM)
Friday, March 8: 7:30 AM—12:00 PM

Premium & Regular Session Hours

March 6, 7, & 8: 8:45 AM to 4:45 PM

General Information

Conference attendees must register on-line via the QSS Users Group website at: <http://qssug.net>. **The registration form is not available in this brochure.** This allows us to schedule all the sessions into the most appropriate room and to give the conference committee a lunch count. If you have received this booklet and do not know if your organization is a member of the QSS Users Group, contact your Information Technology Services Department for clarification.

Your registration fee includes:

- Breakfast Buffet – *located in the Charter Oak Ballroom A/B/E*
- Lunch – *located in the Charter Oak Ballroom A/B/E*
- Morning & afternoon breaks – *Ballroom Lobby*
- Networking Hospitality Suite – *Wednesday evening, Location TBD*
- Sessions on a variety of topics – *handouts will be available on the website*

Along with the regular sessions, we will be offering **two premium sessions** for more in-depth training. These sessions are all day and require an additional fee to attend (refer to the fee schedule for details). **This year, the Finance/Personnel Committee is sponsoring session #100. This means that if your COE or district is a current member of the Finance/Personnel Committee, you can attend session #100 at no additional cost beyond the daily registration fee.** All premium session seats are available on a first come, first served basis.

Complimentary WiFi will be available to all conference attendees.

Registration Information

Register online at <http://qssug.net>

Early Bird Registration must be received by Friday, January 26

Basic Registration must be received by Friday, February 16

For registration assistance, please contact Vicki Lueck: vilueck@kern.org

Early Bird Registration (by January 26)	QSS Users Group Member: \$225 per day	Non-QSS Users Group Members: \$300 per day
Basic Registration (by February 16)	QSS Users Group Members: \$250 per day	Non-QSS Users Group Members: \$325 per day
Full-day Premium Sessions (<i>reserved for QSSUG members only</i>)	<p>\$100 per Session #100*, or #200</p> <p>Early Bird (by January 25): \$100 for Session #100*, or #200 plus daily rate of \$225 = \$325 per day</p> <p>After January 25: \$100 for Session #100*, or #200 plus daily rate of \$250 = Total \$350 per day</p> <p>*Premium Session #100 is sponsored by the Finance/ Personnel Committee. The \$100 Premium Session fee is waived for committee members. Daily conference fees still apply.</p>	
Cancellations	There is a \$50 fee for cancellations. Requests for cancellation must be RECEIVED on or before February 9. NO EXCEPTIONS.	
Cancellation Deadline	No refunds will be given if request is received after February 9th. There are NO EXCEPTIONS; however, a substitute may attend in your place.	

\$ Registration Payment \$

After completing your on-line registration, print the page showing the conference registration fees and the sessions for which you have registered. Submit this information to your business department for documentation to accompany your request for an accounts payable check to pay your registration fees.

Payment in the form of a district check, personal check, or money order, **payable to: Kern County Superintendent of Schools** must accompany a printout of your registration page showing the sessions for which you've registered. **No purchase orders will be accepted.** **Please submit payment to:**

**QSS Users Group
c/o Vicki Lueck
Kern County Superintendent of Schools
1300 17th Street
Bakersfield, CA 93301**

Hotel Information

Rooms have been reserved at the Visalia Marriott. Special rates apply for conference attendees. Be sure to mention Group Code "**QSS Users Group**" when making your reservation.

QSSUG Conference Room Rates

March 5 - 8, 2024

\$154 single/double

Parking: Complementary

Reservations: 1-800-228-9290
Visalia Marriott at the Convention Center
300 South Court Street, Visalia, CA 93291

Link: [QSSUG Hotel Reservation Link](#)

Make your reservations by Monday, February 12, 2024, as our block of rooms will be released after that date. We recommend you make your reservation early to ensure the reduced rate.

Attire

This conference has always stressed casual attire. Please wear what you find comfortable. We are more interested in having you attend and gain valuable information, than worry about whether you have dressed appropriately. *Keep in mind that temperatures vary between meeting rooms. We suggest that you dress in layers in order to ensure your comfort during the conference.*

2024 QSS Users Group Conference Sessions

~ PREMIUM SESSIONS ~

WEDNESDAY – MARCH 6		THURSDAY – MARCH 7		FRIDAY – MARCH 8	
8:45 AM – 4:45 PM		8:45 AM – 4:45 PM			
100	Payroll Setup & Use	200	Core Financial/Budget Development *NEW*		

~ REGULAR SESSIONS ~

8:45 AM – 10:15 AM		8:45 AM – 10:15 AM		8:45 AM – 10:15 AM	
111	QSSUG Conference 101	211	Absence Tracking (1 of 2)	311	SACS Web System
112	Print Manager - Beginner to Advanced	212	Payroll - A User's Perspective	312	Print Manager - Beginner to Advanced
113	PFSA Roundtable	213	Deskercise *NEW*	313	Payroll Data Extract, ACA and Searches
114	OasisWeb Now What? (Maintaining OasisWeb)	214	Requisition Routing Entry – A User Perspective	314	Requisition Routing – A User Perspective
115	Purchase Order Change Orders (POCO)	215	Position Control - Masterfile Setup (1 of 3)	315	Harris Onboarding Solution (HOBBS)
BREAK 10:15 AM - 10:30 AM		BREAK 10:15 AM – 10:30 AM		BREAK 10:15 AM – 10:30 AM	
10:30 AM – 12:00 PM		10:30 AM – 12:00 PM		10:30 AM – 12:00 PM	
121	Introduction to QCC	221	Absence Tracking (2 of 2)	321	HR/Payroll Data Import Features
122	Retirement System	222	SQL Beyond the Basics	322	Combined Payroll/Retirement and HR/Finance Roundtable
123	SQL Basics	223	Retroactive Payroll	323	What's New (PCARDS, PAR, TRAVEL, PD) *NEW*
124	Fraud Prevention & Internal Controls	224	Requisition Routing Masterfiles	324	Year-End Close
125	A/P End User Perspective (1 of 2)	225	Position Control - Core (2 of 3)	325	Requisition Routing Master Files for the Super User
LUNCH 12:00 PM - 1:30 PM		LUNCH 12:00 PM - 1:30 PM		LUNCH 12:00 PM - 1:30 PM	
1:30 PM – 3:00 PM		1:30 PM – 3:00 PM		1:30 PM – 3:00 PM	
131	OasisWeb Operator Interface	231	OasisWeb Security/Web API	331	Benefits Management
132	Basics of Creating a Cash Flow Projection (1 of 2)	232	A/R Invoice and Billing Management (IBM) Module	332	Cyber Security for Everyone
133	Quarterly Payroll Tax Balancing	233	CalSTRS Update by CalSTRS	333	Deduction Data Form Usage & Garnishment Setup
134	Personnel Downloader	234	Employee Maintenance Tips & Tricks	334	OasisWeb Employee Self Service (Including Absence Routing)
135	A/P End User Perspective (2 of 2)	235	Position Control - Reporting and Interfaces (3 of 3)	335	RDC Roundtable
BREAK 3:00 PM – 3:15 PM		BREAK 3:00 PM – 3:15 PM		BREAK 3:00 PM – 3:15 PM	
3:15 PM – 4:45 PM		3:15 PM – 4:45 PM		3:15 PM – 4:45 PM	
141	How to Manage your System Tips & Tricks	241	Reconcile Health & Welfare using Excel Pivot Tables	341 - Harris School Solutions - Q & A with the Experts	
142	Basics of Creating a Multiyear Projection (2 of 2)	242	CalPERS Retirement Update		
143	Target Your Health at Work *NEW*	243	Fixed Assets		
144	Intermediate Financial Reporting	244	SMAC/EPC Roundtable		
145	Advanced Excel *NEW*	245	Potential Impacts of Artificial Intelligence for Education and You *NEW*		

Suggested Conference Tracks

In case you're having difficulty determining which conference seminars to attend, the QSS Users Group suggests registering for the following sessions based on your general area of expertise, interest, or employment:

Finance/Budget

Day 1	111, 112, 113, 114, 115, 124, 125 & 135, 132, 145
Day 2	200, 213, 215/225/235, 232, 241, 243, 244, 245
Day 3	311, 312, 315, 324, 325, 332, 335, 341

Human Resources

Day 1	111, 112, 113, 121, 134, 142, 143, 145
Day 2	211, 213, 215/225/235, 221, 234, 244, 245
Day 3	312, 315, 321, 322, 331, 332, 334, 335, 341

Information Technology

Day 1	111, 112, 113, 114, 121, 123, 131, 141, 143, 145
Day 2	213, 222, 231, 244, 245
Day 3	312, 315, 322, 323, 332, 334, 335, 341

Payroll

Day 1	100, 111, 112, 113, 121, 122, 133, 143, 145
Day 2	212, 213, 221, 223, 233, 234, 241, 242, 244, 245
Day 3	312, 313, 315, 321, 322, 332, 333, 334, 335, 341

Purchasing

Day 1	111, 112, 113, 114, 115, 121, 125 & 135, 143, 144, 145
Day 2	213, 214, 224, 232, 243, 244, 245
Day 3	312, 314, 315, 322, 325, 332, 334, 335, 341

General Interest

Day 1	111, 112, 113, 114, 121, 124, 143, 145
Day 2	213, 244, 245
Day 3	312, 315, 322, 323, 332, 334, 335, 341

ACKNOWLEDGEMENTS



The QSS Users Group would like to thank the following for their support and donations:

Conference Goodie Basket Contents:

Harris School Solutions

Hospitality:

Harris School Solutions

Raffle Prizes:

Finance/Personnel Committee

Purchasing, Stores, & Fixed Assets Committee

System Management & Administration Committee

Guidebook:

Harris School Solutions

TUESDAY, MARCH 5, 2024

3:30–5:00 PM – REGISTRATION DESK OPEN
Executive Lobby

Committee Meetings **Charter Oak Ballroom D**

There is no charge for participation in the following QSSUG committee meetings. When you register for the conference online, please indicate whether you plan to attend these meetings so refreshments can be planned accordingly, and those bringing copies to share will know how many to make. Thank you.

12:30 PM – 2:00 PM	System Management and Administration Committee (SMAC)
Hosted By:	The Annual meeting of the System Management and Administration Committee (SMAC) to review budget, define future projects, discuss the status of system enhancements, general committee business, and future direction of the committee. Members and non-members are invited and are encouraged to participate in the meeting discussions. Discussion can be technical in nature, but all experience levels are welcome. Todd Humphrey, Sacramento County Office of Education Joe Salazar, Kern County Superintendent of Schools
2:00 PM – 2:30 PM	Emergency Preparedness Committee (EPC)
Hosted By:	Annual Meeting of the QSSUG Emergency Preparedness Committee - Budget planning, membership fee setting, and other annual issues will be addressed in addition to regular business. Culmination of research on future supported platforms will be discussed. Chris Gilbert, Sacramento County Office of Education
2:30 PM – 4:00 PM	Purchasing, Stores and Fixed Assets (PSFA) Committee
Hosted By:	Annual Meeting of the QSSUG Purchasing, Stores, & Fixed Assets Committee - Budget planning, membership fee setting, and other annual issues will be addressed in addition to regular business. Discussion of roundtable issues which have surfaced and planning for future enhancement efforts on QSS applications of interest. Angela Zeoli, Modesto City Schools Nicole Kugler, San Ramon USD
4:00 PM – 5:30 PM	Finance/Personnel Committee
Hosted By:	This session is the regular committee meeting at which we review the minutes of the last meeting as well as review the committee budget. We discuss the QSS Dedicated Programmer's priority list, review the QSS training seminars held to date, and determine future training needs. QSS staff attends this meeting. Members and non-members are invited and encouraged to participate in the meeting discussions. Rich Aldover, Santa Clara County Office of Education Theresa Cooper, Stanislaus County Office of Education

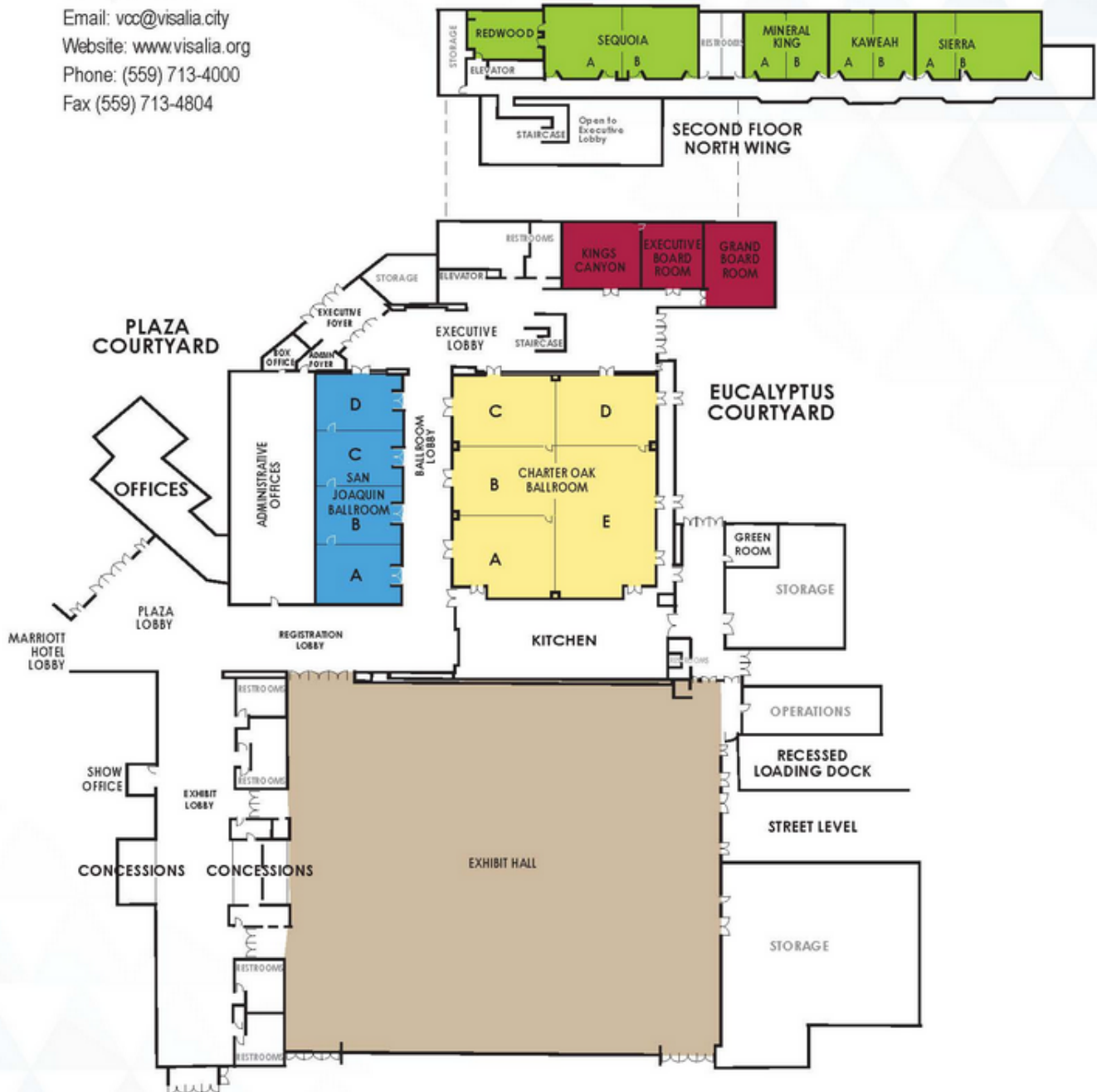
WEDNESDAY MARCH 6, 2024		DAY 1	
7:30 AM – 8:45 AM	Registration and Breakfast		
8:30 AM – 8:45 AM	Welcome and Announcements		
Premium Sessions	Session #	Session Title	
8:45 AM – 4:45 PM	100	Payroll Setup & Use	Page 13
Regular Sessions	Session #	Session Title	
8:45 AM – 10:15 AM	111	QSSUG Conference 101	Page 13
	112	Print Manager – Beginner to Advanced	Page 14
	113	PSFA Roundtable	Page 14
	114	OasisWeb Now What? (Maintaining OasisWeb)	Page 15
	115	Purchase Order Change Orders (POCO)	Page 15
10:15 AM – 10:30 AM		Morning Break	
10:30 AM – 12:00 PM	121	Introduction to QCC	Page 16
	122	Retirement System	Page 16
	123	SQL Basics	Page 17
	124	Fraud Prevention & Internal Controls	Page 17
	125	A/P End User Perspective (1 of 2)	Page 18
12:00 PM – 1:30 PM		Lunch	
1:30 PM – 3:00 PM	131	OasisWeb Operator Interface	Page 18
	132	Basics of Creating a Cash Flow Projection (1 of 2)	Page 19
	133	Quarterly Payroll Tax Balancing	Page 19
	134	Personnel Downloader	Page 20
	135	A/P End User Perspective (2 of 2)	Page 20
3:00 PM – 3:15 PM		Afternoon Break	
3:15 PM – 4:45 PM	141	How to Manage Your System Tips & Tricks	Page 21
	142	Basics of Creating a Multiyear Projection (2 of 2)	Page 21
	143	Target Your Health at Work *NEW*	Page 22
	144	Intermediate Financial Reporting	Page 22
	145	Advanced Excel *NEW*	Page 22
5:45 PM – 7:45 PM		Hospitality Suite – TBD	

THURSDAY MARCH 7, 2024		DAY 2	
7:30 AM – 8:45 AM	Registration and Breakfast		
8:30 AM – 8:45 AM	Welcome and Announcements		
Premium Sessions	Session #	Session Title	
8:45 AM – 4:45 PM	200	Core Financial/Budget Development	Page 23
Regular Sessions	Session #	Session Title	
8:45 AM – 10:15 AM	211	Absence Tracking (1 of 2)	Page 23
	212	Payroll – A User’s Perspective	Page 24
	213	Deskercise *NEW*	Page 24
	214	Requisition Routing Entry – A User Perspective	Page 25
	215	Position Control – Masterfile Setup (1 of 3)	Page 25
10:15 AM – 10:30 AM		Morning Break	
10:30 AM – 12:00 PM	221	Absence Tracking (2 of 2)	Page 26
	222	SQL Beyond the Basics	Page 26
	223	Retroactive Payroll	Page 27
	224	Requisition Routing Masterfiles	Page 27
	225	Position Control – Core (2 of 3)	Page 28
12:00 PM – 1:15 PM		Lunch	
1:30 PM – 3:00 PM	231	OasisWeb Security/Web API	Page 28
	232	A/R Invoice and Billing Management (IBM) Module	Page 29
	233	CalSTRS Update by CalSTRS	Page 29
	234	Employee Maintenance Tips and Tricks	Page 29
	235	Position Control – Reporting & Interfaces (3 of 3)	Page 30
3:00 PM – 3:15 PM		Afternoon Break	
3:15 PM – 4:45 PM	241	Reconcile Health & Welfare Using Excel Pivot Tables	Page 30
	242	CalPERS Retirement Update	Page 31
	243	Fixed Assets	Page 31
	244	SMAC/EPC Roundtable	Page 31
	245	Potential Impacts of Artificial Intelligence for Education and You *NEW*	Page 32
4:45 PM – 7:00 PM		Board Dinner and Meeting – TBD	

Map of the Visalia Convention Center



303 E. Acequia
Visalia, CA 93291
Email: vcc@visalia.city
Website: www.visalia.org
Phone: (559) 713-4000
Fax (559) 713-4804



2024 Session Catalog

100 - Payroll Setup & Use

[BACK](#)

Detailed Description:	<p>This all-day session provides an overview of the major QSS/OASIS software tools used for supporting payroll operations in school districts. The following topics will be included in this session:</p> <ul style="list-style-type: none">• Broad overview of QSS/OASIS Payroll• Introduction to various Payroll modules in QCC• Overview of QCCs HR Code Maintenance and HR Code Maintenance #2 modules to maintain Payroll Master Files and Tax Tables• How to use QCCs Employee Maintenance module to maintain/inspect relevant payroll• Mass Updates to Pay Lines and Pay Deductions• Automatic Payroll Deposit• Using QCCs Payroll Job Menu module to request Payroll Pre-List Reports, Payroll History Reports & Processes, and Miscellaneous Payroll Reports & Jobs• Using Data Import to import Time Sheet, Substitute Pay Line data, Deduction (PD), & Pay Line data• ACA - Payroll Earnings Analysis.
Type of Session:	Premium
Day of Session:	Wednesday
Time Slot:	All Day Session - 8:45am to 4:45pm
Room:	San Joaquin A
Primary Instructor:	Carrie Hargis, Harris School Solutions
Additional Instructor2:	Lynette Siegele, Harris School Solutions
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Revised

111 - QSSUG Conference 101

[BACK](#)

Detailed Description:	<p>New to QSSUG? Want to get the most out of the QSSUG Conference? We will share tips for finding the best sessions for you, what QSSUG is all about, and special events that you won't want to miss. The QSSUG Board is here to help you start the conference with everything you need to have a wonderful experience!</p>
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	8:45am to 10:15am
Room:	Ballroom C
Primary Instructor:	Vicki Lueck, Kern County SoS
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Repeat

112 - Print Manager - Beginner to Advanced

[BACK](#)

Detailed Description:	<p>This training session is designed to provide you with an overview of the QCC Print Manager module and more advanced Print Manager functions. We will cover the following:</p> <ul style="list-style-type: none">• Introduction to QCC, Job Menu and Print Manager• Print Manager settings and functionality• Using and creating download presets from simple to complex, including examples of Exclude and Subset rules <p>Session offered again on Friday, March 8th (Session #312)</p>
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	8:45am to 10:15am
Room:	Ballroom D
Primary Instructor:	Alex Szabo, Sacramento COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

113 - PSFA Roundtable

[BACK](#)

Detailed Description:	<p>PSFA Roundtable provides an opportunity for conference attendees to network with colleagues and ask questions focused on Purchasing, Stores and Fixed Assets. Harris School Solutions will co-facilitate this round table session. Everyone is welcome!</p>
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	8:45am to 10:15am
Room:	San Joaquin B
Primary Instructor:	Angela Zeoli, Modesto City Schools
Additional Instructor2:	Nicole Kugler, San Ramon Valley USD
Additional Instructor3:	Trich Larkin, Harris School Solutions
Session Experience Level:	
Session Technical Level:	
New/Repeat/Revised?:	

114 - OasisWeb Now What? (Maintaining OasisWeb)

[BACK](#)

Detailed Description:	Got OASIS Web or getting OASIS Web - what next? This technical session will help you navigate the new world. We'll cover the entire ecosystem including architecture, services, security, configuration, and more. Come join us as we dive deep into what you need to know as we move forward.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	8:45am to 10:15am
Room:	San Joaquin C
Primary Instructor:	Tim Provencio, Harris School Solutions
Additional Instructor2:	Ronnie Steward, Harris School Solutions
Session Experience Level:	Intermediate
Session Technical Level:	Technical
New/Repeat/Revised?:	Revised

115 - Purchase Order Change Orders (POCO)

[BACK](#)

Detailed Description:	This session will present an overview of the Purchase Order Change Order's (POCO) module. You will get an overview of how your organization can use the POCO module to track data and encumbrance changes to your purchase orders. Topics include module security/setup, the different types of POCO transactions available, how financial changes are tracked by the POCO module, and how you can view and optionally print POCO changes to a purchase order.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	8:45am to 10:15am
Room:	San Joaquin D
Primary Instructor:	Craig Grilley, Harris School Solutions
Additional Instructor2:	J.P. Hollingsworth, Harris School Solutions
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Revised

121 - Introduction to QCC

[BACK](#)

Detailed Description:	This session is a general Introduction to QCC where users learn about the software, its modules, as well as various settings that are available for them to customize.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	10:30am to 12:00pm
Room:	Ballroom C
Primary Instructor:	Frankie Suarez, Stanislaus COE
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Repeat

122 - Retirement System

[BACK](#)

Detailed Description:	<p>This presentation will provide an overview and introduction to the QCC version of the HSS/OASIS Retirement System, used to calculate and report the retirement contributions of employees and employers to CalPERS and CalSTRS. The latest version of QCC will be used for this presentation.</p> <p>Topics to be covered include:</p> <ul style="list-style-type: none">• Using QCC HR Code Maintenance and HR Code Maintenance #2 to maintain Retirement/Payroll Master Files• Using QCCs Retirement module for Retirement-specific setup• Maintaining Pay Lines using the QCC Employee Maintenance module• Running and reviewing Payroll Retirement prelists• Loading post-payroll records into the Retirement system• Reviewing and editing Retirement records prior to STRS/PERS submission• Submitting files to STRS and PERS• Other Retirement topics and features may be covered as time allows.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	10:30am to 12:00pm
Room:	San Joaquin B
Primary Instructor:	** Unassigned,
Additional Instructor2:	Bill Genske, Harris School Solutions
Additional Instructor3:	Trich Larkin, Harris School Solutions
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Revised

123 - SQL Basics

[BACK](#)

Detailed Description:	Would you like to know how to easily access information in your SQL database? The SQL Basics session will give you a starting point to understanding where your data resides and how to quickly and easily access, analyze and manage your QSS data. You will learn how to connect and directly access QSS databases using the database management tool, DB Visualizer. Learn the powerful features of DB Visualizer and basic SQL commands to find, update and export your data. Discover tips and tricks for managing and analyzing data.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	10:30am to 12:00pm
Room:	San Joaquin C
Primary Instructor:	Todd Humphrey, Sacramento COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Technical
New/Repeat/Revised?:	Repeat

124 - Fraud Prevention & Internal Controls

[BACK](#)

Detailed Description:	Unfortunately, fraud can happen to good school districts. The QSS software contains many security settings that can be effective in minimizing fraud. But, sometimes local factors require us to modify those settings. There is no one absolute system of internal controls, but there is an underlying theory that you can practice to make better security decisions. Join this session to learn about past school fraud challenges, and how to prevent fraud in your district.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	10:30am to 12:00pm
Room:	San Joaquin D
Primary Instructor:	Andrea Ward, FCMAT/Kern CSOS
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Revised

125 - A/P End User Perspective (1 of 2)

[BACK](#)

Detailed Description:	This two-part session (#125 and #135) assumes that end users are familiar with the concepts of fiscal management from school districts and a working knowledge of district's internal procedures for initiating payment transactions and familiarity with the Standardized Account Code Structions (SACS) and accounting procedures described in the California Schools Account Manual (CSAM). Accounts Payable Module focus includes entering payments, running prelists, pay vouchers, travel claims, credit memos, revolving cash, and setting up current liabilities and liabilities for payment in the next fiscal year. Overview of vendor search and maintenance review, closing and releasing batches for audit, 1099 maintenance, and review of the report windows. Includes review of year-end close process.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	10:30am to 12:00pm
Room:	Ballroom D
Primary Instructor:	Faith Ellis, Stanislaus COE
Additional Instructor2:	Kathleen Young, Stanislaus COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Revised

131 - OasisWeb Operator Interface

[BACK](#)

Detailed Description:	1... 2... 3... 4... Four easy steps is all it takes to run Payroll or an APY check run. It is true! Come into the future and away from command lines. The new operator interface is a GUI system that will allow end users to process Payroll and APY. This session will demonstrate the processes and discuss about what is available, what is coming and how it can improve your processes and data integrity.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	1:30pm to 3:00pm
Room:	San Joaquin B
Primary Instructor:	Alex Mathis , Harris School Solutions
Additional Instructor2:	Bill Genske, Harris School Solutions
Session Experience Level:	Intermediate
Session Technical Level:	Technical
New/Repeat/Revised?:	Repeat

132 - Basics of Creating a Cash Flow Projection (1 of 2)

[BACK](#)

Detailed Description:	<p>Are you tired of using Excel and worrying about updating formulas? Did you inherit someone else's Excel and worry about making changes? When funding is limited, having a strong multi-year projection (MYP) is important for short- and long-term budget planning. The Fiscal Crisis & Management Assistance Team (FCMAT) continues to see local education agencies struggle with developing strong MYPs to better support local decision making so we've developed Projection-Pro, free web-based software. In this part one of this two-part series, we'll provide you with an overview of the MYP. New for 2024—sample reports and screens will be shared to help you retrieve information from OASIS and an export option to SACS Web will be included.</p> <p>Session #142 - Basics of Creating a Multiyear Projection is part two of this series. Offered Wednesday, March 6.</p>
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	1:30pm to 3:00pm
Room:	San Joaquin D
Primary Instructor:	Andrea Ward, FCMAT/Kern CSOS
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	New

133 - Quarterly Payroll Tax Balancing

[BACK](#)

Detailed Description:	<p>During this session, we will review the processes Stanislaus COE does to balance their district's quarterly payroll taxes to ensure accuracy. We will begin with the pre-payroll extract audit process. Then move into a review of the post-payroll extract audit process, wrapping up with how the quarterly, year to date balancing is done.</p>
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	1:30pm to 3:00pm
Room:	San Joaquin C
Primary Instructor:	Theresa Cooper, Stanislaus COE
Additional Instructor2:	Shannon Hendricks, Stanislaus COE
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

134 - Personnel Downloader

[BACK](#)

Detailed Description:	Are you looking for a way to easily export data from Personnel and Payroll screens to Excel or running and combining data from multiple reports to access these data elements? Then the Personnel Downloader may be a tool to focus on using in the future. The Personnel Downloader is an easy to use database query tool that allows the end user the ability to customize data selection to their specific needs and creates a CSV data file that can be opened directly in Excel. We will discuss and demonstrate this module including limiting access based upon security and the wide range of data elements this tool can access. If you have not used the QCC version of Personnel Downloader, then this session is a great opportunity to see its capabilities.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	1:30pm to 3:00pm
Room:	Ballroom C
Primary Instructor:	Nancy Lawrence, El Dorado COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

135 - A/P End User Perspective (2 of 2)

[BACK](#)

Detailed Description:	This two-part session (#125 and #135) assumes that end users are familiar with the concepts of fiscal management from school districts and a working knowledge of district's internal procedures for initiating payment transactions and familiarity with the Standardized Account Code Structions (SACS) and accounting procedures described in the California Schools Account Manual (CSAM). Accounts Payable Module focus includes entering payments, running prelists, pay vouchers, travel claims, credit memos, revolving cash, and setting up current liabilities and liabilities for payment in the next fiscal year. Overview of vendor search and maintenance review, closing and releasing batches for audit, 1099 maintenance, and review of the report windows. Includes review of year-end close process.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	1:30pm to 3:00pm
Room:	Ballroom D
Primary Instructor:	Faith Ellis, Stanislaus COE
Additional Instructor2:	Kathleen Young, Stanislaus COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Revised

141 - How to Manage your System Tips & Tricks

[BACK](#)

Detailed Description:	Is your system slow, not sure how to keep it running and in good shape? Learn what you can do to make sure your back-ups will protect you in the event you need them. Come join us as we share tips & tricks on how we make sure our systems are in the best shape to support you and your best practices.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	3:15pm to 4:45pm
Room:	San Joaquin B
Primary Instructor:	Bill Genske, Harris School Solutions
Additional Instructor2:	Tim Provencio, Harris School Solutions
Session Experience Level:	Intermediate
Session Technical Level:	Technical
New/Repeat/Revised?:	Repeat

142 - Basics of Creating a Multiyear Projection (2 of 2)

[BACK](#)

Detailed Description:	<p>Are your cash flow and multiyear projections linked? Are you tired of using Excel and worrying about errors in formulas? When funding is limited, having a strong cash flow projection is important for short- and long-term cash flow planning. The Fiscal Crisis & Management Assistance Team (FCMAT) continues to see local education agencies struggle with developing strong cash flows to better support local decision making so we've developed Projection-Pro, free web-based software. In part two of this two-part series, we'll provide you with an overview the cash flow area. New for 2024—sample reports and screens will be shared to help you retrieve information from OASIS and an export option to SACS Web will be included.</p> <p>Session #132 - Basics of Creating a Cash Flow Projection is part one of this series. Offered Wednesday, March 6.</p>
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	3:15pm to 4:45pm
Room:	San Joaquin D
Primary Instructor:	Andrea Ward, FCMAT/Kern CSOS
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	New

143 - Target Your Health at Work

[BACK](#)

Detailed Description:	Participants are teamed up in this interactive game-style presentation that is customized/adapted to meet the needs of the participants. Such topics can include but are not limited to exercise, nutrition, safety and stress.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	3:15pm to 4:45pm
Room:	Ballroom C
Primary Instructor:	Deborah Camacho, SIA
Additional Instructor2:	Lyn Poll, SIA
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Revised

144 - Intermediate Financial Reporting

[BACK](#)

Detailed Description:	This session will demonstrate and define financial reports from the Financial Job Menu you can incorporate in your daily, weekly, monthly and annual tasks.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	3:15pm to 4:45pm
Room:	Ballroom D
Primary Instructor:	Stefany Gower, El Dorado COE
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

145 - Advanced Excel

[BACK](#)

Detailed Description:	This session will focus on advanced features in Excel including Power Query to get clean & shape data and Power Pivot to create advanced data models.
Type of Session:	Regular
Day of Session:	Wednesday
Time Slot:	3:15pm to 4:45pm
Room:	San Joaquin C
Primary Instructor:	Diane Lacombe, El Dorado COE
Session Experience Level:	Advanced
Session Technical Level:	Technical
New/Repeat/Revised?:	New

200 - Core Financial/Budget Development

[BACK](#)

Detailed Description:	<p>This new session combines a set of popular sessions from prior years. This all-day premium session provides an overview of the major QSS/OASIS software tools used for supporting core financial including budget development. The latest QSS Control Center (QCC) version of QSS/OASIS will be used, providing a graphical user interface (GUI) experience. The following topics will be included in this session:</p> <ul style="list-style-type: none">• Financial Account Structure, Clearing Rules, and Field Relationship Tables• Account Lookup and Account Maintenance• General Ledger Transaction Maintenance (FI0002), including Journal Entries, Cash Deposits and Cash Transfers• Budget Development, including options to maintain models, importing data, interfacing with position control and other tools to build a budget• Budget Maintenance, including Budget Transfers, transfers from Budget Development and transfers from Position Control• Standard Accounts Receivable (GLAR "no invoicing" version)• Allocation of Indirect Costs, Account Summarization• Other Core Financial topics (as time allows)
Type of Session:	Premium
Day of Session:	Thursday
Time Slot:	All Day Session - 8:45am to 4:45pm
Room:	San Joaquin A
Primary Instructor:	Carrie Hargis, Harris School Solutions
Additional Instructor2:	Michelle Price, Modesto City Schools
Additional Instructor3:	Nathalie Wells, Stanislaus COE
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	New

211 - Absence Tracking (1 of 2)

[BACK](#)

Detailed Description:	<p>This two-part session (Session #211 and #221) will provide an overview of the QCC edition of the Absence Tracking module. Attendees should plan to attend both sessions. Topics to be covered include: Creating Leave Group Definitions and other Employee Absence Tracking master files; Using the Absence Tracking module to assign employees to leave groups and set their beginning leave balance; Recording employee leave transactions; Importing absence transactions; Leave Accrual processing; Reset and Balance Forward processing; Use of HR Report/Job Selector to request Absence Tracking reports; Absence Tracking Job Menu; Other Absence Tracking topics and features may be covered as time allows.</p>
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	8:45am to 10:15am
Room:	Ballroom D
Primary Instructor:	Lynette Siegele, Harris School Solutions
Additional Instructor2:	Trich Larkin, Harris School Solutions
Additional Instructor3:	Aimee Abshier, Stanislaus COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

212 - Payroll - A User's Perspective

[BACK](#)

Detailed Description:	Take this opportunity to focus on payroll tips from a user perspective. Favorites, Quick Peeks, screen navigation, copy features, etc. Explore QCC from a payroll user point of view, and customize your setup to make the system work for you. See how we do it, what we like, and how we try to use the QSS system to our advantage! Bring your tips and tricks to share!
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	8:45am to 10:15am
Room:	San Joaquin D
Primary Instructor:	Theresa Cooper, Stanislaus COE
Additional Instructor2:	Ramona Coker, Stanislaus COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

213 - Deskercise

[BACK](#)

Detailed Description:	Looking for a way to fit fitness in? Try this workshop to learn exercises that can be done at your desk! Participants will learn exercises and receive a handout outlining and depicting exercises.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	8:45am to 10:15am
Room:	San Joaquin C
Primary Instructor:	Deborah Camacho, SIA
Additional Instructor2:	Lyn Poll, SIA
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	New

214 - Requisition Routing Entry - A User Perspective

[BACK](#)

Detailed Description:	Requisition/Purchase Order Routing is a process that allows a district to define customized approvals that meets their organizational needs. It can be very simple or more complex. The requisition's actual approval path can be based upon its source, content, and other variables defined by the district. There are many ways to use multifaceted QSS. If your organization is not currently using Requisition/PO Routing, and you would like to see how it works, Stanislaus COE manages requisition routing (data entry) from the user/creator perspective. It will show how an entry user can track their requisition in the approval path, how a requisition can be returned for corrections, or approved.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	8:45am to 10:15am
Room:	San Joaquin B
Primary Instructor:	Frankie Suarez, Stanislaus COE
Session Experience Level:	Beginner
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Repeat

215 - Position Control - Masterfile Setup (1 of 3)

[BACK](#)

Detailed Description:	Every building starts with a foundation. So does Position Control. Come learn about the Position Control Foundation which is the Master Files. See which ones are required and which ones are optional, as well as why they are there. Knowing what's underneath is helpful, whether you're just starting to implement Position Control or have been using it for many years, these Master Files will open up a better understanding of Position Control.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	8:45am to 10:15am
Room:	Ballroom C
Primary Instructor:	Shelly Loller, Elk Grove USD
Additional Instructor2:	J.P. Hollingsworth, Harris School Solutions
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

221 - Absence Tracking (2 of 2)

[BACK](#)

Detailed Description:	This two-part session (Session #211 and #221) will provide an overview of the QCC edition of the Absence Tracking module. Attendees should plan to attend both sessions. Topics to be covered include: Creating Leave Group Definitions and other Employee Absence Tracking master files; Using the Absence Tracking module to assign employees to leave groups and set their beginning leave balance; Recording employee leave transactions; Importing absence transactions; Leave Accrual processing; Reset and Balance Forward processing; Use of HR Report/Job Selector to request Absence Tracking reports; Absence Tracking Job Menu; Other Absence Tracking topics and features may be covered as time allows.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	10:30am to 12:00pm
Room:	Ballroom D
Primary Instructor:	Lynette Siegele, Harris School Solutions
Additional Instructor2:	Trich Larkin, Harris School Solutions
Additional Instructor3:	Aimee Abshier, Stanislaus COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

222 - SQL Beyond the Basics

[BACK](#)

Detailed Description:	Venture into the complexities of Structured Query Language (SQL) and explore new and cool ways to gather data from your server. We will be going into great depths of SQL, such as scripting, joining, data manipulation, and many more areas. The topics covered in this session rely on you having a good understanding of SQL basics. A good precursor is session #123 - SQL Basics offered on Wednesday, March 6th.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	10:30am to 12:00pm
Room:	San Joaquin C
Primary Instructor:	Antonette Jordan, Modesto City Schools
Additional Instructor2:	Alex Samo, Modesto City Schools
Session Experience Level:	Advanced
Session Technical Level:	Very Technical
New/Repeat/Revised?:	Repeat

223 - Retroactive Payroll

[BACK](#)

Detailed Description:	This session will provide an overview of how a district can use the features of the QCC Retroactive Payroll Analysis Report to generate a CSV file for review that includes the retro amount, account codes, etc. of the pay line and allows you to make corrections, then use the resulting spreadsheet to key in or import the retroactive pay lines. The Payroll Analysis Report can also be used to project cost during negotiations. This session is recommended for Payroll Clerks, Technicians and Supervisors, along with Finance or Human Resources staff who want to have a better understanding of the retro payroll software's capabilities.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	10:30am to 12:00pm
Room:	San Joaquin D
Primary Instructor:	Greg Jenkins, Sacramento COE
Additional Instructor2:	Patty Sanchez, Corona-Norco USD
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

224 - Requisition Routing Masterfiles

[BACK](#)

Detailed Description:	This session will present the setup and use of Requisition Routing. Topics will include: A high level review of the Requisition Routing system and how it functions; the Master Files, including Users, Queues, Rules, Nodes, Routes and Groups and tools for showing and evaluating established Routes.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	10:30am to 12:00pm
Room:	San Joaquin B
Primary Instructor:	J.P. Hollingsworth, Harris School Solutions
Additional Instructor2:	Craig Grilley, Harris School Solutions
Additional Instructor3:	Jenifer Miller, Stanislaus COE
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	New

225 - Position Control - Core (2 of 3)

[BACK](#)

Detailed Description:	The Core to Position Control starts with Benefit Rates and travels through Employee Assignments. This session will look in depth at Benefit Rates, Work Calendars, Salary Schedules, District Authorized Positions, and Employee Assignments. Understanding how these all intertwine will help you be more successful with Position Control and receiving proper projections and interfaces to Budget Development and Payroll. The next session will take a look at the reports and interfaces.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	10:30am to 12:00pm
Room:	Ballroom C
Primary Instructor:	Shelly Loller, Elk Grove USD
Additional Instructor2:	Bill Genske, Harris School Solutions
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

231 - OasisWeb Security/Web API

[BACK](#)

Detailed Description:	HSS continues to refine the System Security module. This session will review the features of the security module. This is an opportunity for system administrators to interact directly with a key architect of the System Security module. In addition, the Web API security features will be discussed.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	1:30pm to 3:00pm
Room:	San Joaquin C
Primary Instructor:	Alex Mathis , Harris School Solutions
Additional Instructor2:	Pavlo Physhnyy, Harris School Solutions
Session Experience Level:	Intermediate
Session Technical Level:	Technical
New/Repeat/Revised?:	Repeat

232 - A/R Invoice and Billing Management (IBM) Module

[BACK](#)

Detailed Description:	Invoice and Billing Management Module will focus on how to set up the master files, process invoices, enter receipts against invoices, and print reports. Includes Year-End Processing actions.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	1:30pm to 3:00pm
Room:	San Joaquin B
Primary Instructor:	Alex Szabo, Sacramento COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

233 - CalSTRS Update by CalSTRS

[BACK](#)

Detailed Description:	This course will provide an update on the CalSTRS Pension Solution Project, the projected go-live date and walk attendees through the online resources available to employers testing or preparing to test in the Employer Readiness Test Environment.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	1:30pm to 3:00pm
Room:	San Joaquin D
Primary Instructor:	Michael McCloskey, CalSTRS
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Revised

234 - Employee Maintenance Tips & Tricks

[BACK](#)

Detailed Description:	This session will provide an overview, including tips and tricks, for Employee Maintenance. The topics of discussion will include, but not limited; Settings and configuration options; Personnel and Professional data forms; Employee lists - simple and advanced searches; Using Employee Maintenance for customized reports; Employee Maintenance Grid Output feature; Other Employee Maintenance features may also be covered as time permits.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	1:30pm to 3:00pm
Room:	Ballroom D
Primary Instructor:	Trich Larkin, Harris School Solutions
Additional Instructor2:	Ronnie Steward, Harris School Solutions
Session Experience Level:	Beginner
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Repeat

235 - Position Control - Reporting and Interfaces (3 of 3)

[BACK](#)

Detailed Description:	Setting up the Master Files and the core data for Position Control as presented the first two sessions leads you to the ability to use that data for projections and interfaces to Budget Development and Payroll. This session will describe what, why, and how when it comes to requesting and running the projection reports and the jobs to update data. These include Salary Projections, Benefit Projections, and Scattergrams among other reports. The interface jobs include loading salaries and benefits into Budgets Development, calculating and updating the working budget by generating auto Budget Transfers, and creating/updating Pay Lines all from the same Position Control source.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	1:30pm to 3:00pm
Room:	Ballroom C
Primary Instructor:	Shelly Loller, Elk Grove USD
Additional Instructor2:	J.P. Hollingsworth, Harris School Solutions
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

241 - Reconcile Health & Welfare using Excel Pivot Tables

[BACK](#)

Detailed Description:	This session will provide an example of how Microsoft Excel pivot tables can help automate the process of reconciling health and welfare activity at an employee level. Our example will utilize data from General Ledger Detail reports, Voluntary Deduction reports, and vendor billings and payments. Through the use of pivot tables and other Excel features, we will compare amounts paid to a vendor for each employee with the amount collected for each employee to identify differences that need to be researched and resolved.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	3:15pm to 4:45pm
Room:	Ballroom D
Primary Instructor:	Diane Lacombe, El Dorado COE
Additional Instructor2:	Nancy Lawrence, El Dorado COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

242 - CalPERS Retirement Update

[BACK](#)

Detailed Description:	Know the laws and rules associated with your agency's retirement contract and discover valuable resources to assist you with your CalPERS-related business. Learn about membership, payroll, special compensation, retirement benefits, reporting responsibilities, and the employment of CalPERS retirees.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	3:15pm to 4:45pm
Room:	San Joaquin D
Primary Instructor:	Marisol Becerra, CalPERS
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Revised

243 - Fixed Assets

[BACK](#)

Detailed Description:	This session will cover all things Fixed Assets. The session will provide an overview of the Fixed Asset Module, along with a discussion of the Masterfiles that are required and those that are optional. Participants will leave with an understanding of how to add, maintain and delete fixed assets. We will discuss the Fixed Asset Import and the various reports available for Fixed Assets.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	3:15pm to 4:45pm
Room:	Ballroom C
Primary Instructor:	Stefany Gower, El Dorado COE
Session Experience Level:	Beginner
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	New

244 - SMAC/EPC Roundtable

[BACK](#)

Detailed Description:	The SMAC/EPC Roundtable will offer unique and excellent opportunity for learning, professional exchange, engaging in-depth discussions, and meeting colleagues with similar interests. A Harris representative will also be co-facilitating this session.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	3:15pm to 4:45pm
Room:	San Joaquin C
Primary Instructor:	Todd Humphrey, Sacramento COE
Additional Instructor2:	Joe Salazar, Kern County SoS
Additional Instructor3:	HSS Representative, Harris School Solutions
Session Experience Level:	Intermediate
Session Technical Level:	Technical
New/Repeat/Revised?:	Repeat

245 - Potential Impacts of Artificial Intelligence for Education and You

[BACK](#)

Detailed Description:	In a little over a year since ChatGPT became public, Artificial Intelligence has consistently been in the headlines. Bring your laptop and join this session to explore how you can use artificial intelligence tools to increase your efficiency on the job and at home.
Type of Session:	Regular
Day of Session:	Thursday
Time Slot:	3:15pm to 4:45pm
Room:	San Joaquin B
Primary Instructor:	Burt Lo, Stanislaus COE
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	New

311 - SACS Web System

[BACK](#)

Detailed Description:	This session will provide users with a review of relevant SACS Web System features including the dashboard, importing datasets, and the user data input/review screen, including live demonstration of these features in the system.
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	8:45am to 10:15am
Room:	San Joaquin D
Primary Instructor:	Christine Davis, CDE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Revised

312 - Print Manager - Beginner to Advanced

[BACK](#)

Detailed Description:	<p>This training session is designed to provide you with an overview of the QCC Print Manager module and more advanced Print Manager functions. We will cover the following:</p> <ul style="list-style-type: none">• Introduction to QCC, Job Menu and Print Manager• Print Manager settings and functionality• Using and creating download presets from simple to complex, including examples of Exclude and Subset rules <p>Session offered again on Wednesday, March 6th (Session #112)</p>
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	8:45am to 10:15am
Room:	Ballroom C
Primary Instructor:	Alex Szabo, Sacramento COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

313 - Payroll Data Extract, ACA and Searches

[BACK](#)

Detailed Description:	The world of payroll is continuously changing, which results in challenging adjustments. Finding what you need and when you need it can often be a struggle. Take this opportunity to learn more about finding information in QCC's payroll system. This session will provide a review of common payroll reports and their uses, and we will also look at alternatives to printed reports. We will extract data using the Advanced Search in Employee Maintenance and other employee lists. We will also take a peek at the PPACA report.
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	8:45am to 10:15am
Room:	Ballroom D
Primary Instructor:	Theresa Cooper, Stanislaus COE
Additional Instructor2:	Kailyn Mueller, Stanislaus COE
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

314 - Requisition Routing - A User Perspective

[BACK](#)

Detailed Description:	This session is intended for those responsible for maintaining or will be setting up the Routing Master Files as a Super User. A small section of this session will be devoted to reviewing some definitions related to the different functions and features of this module. We will discuss some real-life scenarios and how issues were resolved. The RIQBA### user security will also be discussed and we will see how it can work for your district(s). This session is not limited to Super Users already using the module.
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	8:45am to 10:15am
Room:	San Joaquin B
Primary Instructor:	Frankie Suarez, Stanislaus COE
Session Experience Level:	Beginner
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Repeat

315 - Harris Onboarding Solution (HOBS)

[BACK](#)

Detailed Description:	Are you ready to ensure that future employees are successful in launching a career? Come learn about HOBS or Harris Onboarding Solution.
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	8:45am to 10:15am
Room:	San Joaquin C
Primary Instructor:	Jenny McArthur, Harris School Solutions
Additional Instructor2:	Cathie Browning, Harris School Solutions
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Repeat

321 - HR/Payroll Data Import Features

[BACK](#)

Detailed Description: This session will demonstrate how to use the HR/Payroll Data Import Functions in the Employee Maintenance and/or Absence Tracking Modules. The primary focus of the session will be to demonstrate the functionality of each of the import options. This session is geared towards those who are familiar with the dataforms indicated below.

The import functionality in the Employee Maintenance Module allows the end user to import:

- Payroll Deductions (to the PD dataform)
- Paylines (to the PR dataform)
- Time Sheet Data (to the PR dataform)
- Substitute Data (to the PR dataform)
- ACA Class Information (to the W4 dataform)

The import functionality in the Retirement Module allows the end user to import:

- Retirement Data (for single employee) (to the PERS or STRS Data)
- Import PERS from PERS File (for offline Districts)
- Import STRS from F496 File (for offline Districts)

The import functionality in the Absence Tracking Module allows the end user to import:

- Absence Data (to the Absence Tracking dataform)

Type of Session: Regular

Day of Session: Friday

Time Slot: 10:30am to 12:00pm

Room: Ballroom C

Primary Instructor: Stefany Gower, El Dorado COE

Additional Instructor2: Nancy Lawrence, El Dorado COE

Session Experience Level: Beginner/Intermediate

Session Technical Level: Non-Technical/Technical

New/Repeat/Revised?: Repeat

322 - Combined Payroll/Retirement and HR/Finance Roundtable

[BACK](#)

Detailed Description:	Join us for a facilitated roundtable to discuss issues related to payroll, retirement, human resources and finance. This session is a prime opportunity to network with other professionals to share concerns, ideas, suggestions, and questions in a relaxed and informal atmosphere. A Harris Representative will be co-facilitating this round table session.
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	10:30am to 12:00pm
Room:	San Joaquin D
Primary Instructor:	Theresa Cooper, Stanislaus COE
Additional Instructor2:	Richard Aldover, Santa Clara COE
Additional Instructor3:	Trich Larkin, Harris School Solutions
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

323 - What's New (PCARDS, PAR, TRAVEL, PD)

[BACK](#)

Detailed Description:	More details to come!
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	10:30am to 12:00pm
Room:	San Joaquin C
Primary Instructor:	Mitchell Wilson, Harris School Solutions
Additional Instructor2:	Jenny McArthur, Harris School Solutions
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	New

324 - Year-End Close

[BACK](#)

Detailed Description:	<p>This session will focus on year-end activities and information to help in the closing process.</p> <p>Topics include:</p> <ul style="list-style-type: none">• Reminders, tips and tools• Finalizing purchase orders, accruals, and closing entries• Allocating indirect costs, OPEB costs, and STRS on-behalf entries• Financial reporting and the SACS software• Year-end tasks and calendars
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	10:30am to 12:00pm
Room:	Ballroom D
Primary Instructor:	Diane Lacombe, El Dorado COE
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

325 - Requisition Routing Masterfiles for the Super User

[BACK](#)

Detailed Description:	<p>This session is intended for those responsible for maintaining or will be setting up the Routing Master Files as a Super User. A small section of this session will be devoted to reviewing some definitions related to the different functions and features of this module. We will discuss some real-life scenarios and how issues were resolved. The new RIQBA### user security will also be discussed and we will see how it can work for your district(s). This session is not limited to Super Users already using the module.</p>
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	10:30am to 12:00pm
Room:	San Joaquin B
Primary Instructor:	Jenifer Miller, Stanislaus COE
Session Experience Level:	Intermediate
Session Technical Level:	Technical
New/Repeat/Revised?:	Revised

331 - Benefits Management

[BACK](#)

Detailed Description:	The HSS/OASIS Benefits Management module enables the tracking of the benefit options offered by the employer and selected by the employee. It automatically calculates the employee and employer costs of those benefits and maintains dependent eligibility and Section 125 information for each employee. This module integrates with HSS/OASIS Payroll to manage payroll deduction records and employer-paid health charges (Note: Use of the HSS/OASIS Benefits Management module may require additional license and support fees for customers that haven't already purchased the module.)
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	1:30pm to 3:00pm
Room:	San Joaquin B
Primary Instructor:	Carrie Hargis, Harris School Solutions
Additional Instructor2:	Lynette Siegele, Harris School Solutions
Session Experience Level:	Beginner/Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Revised

332 - Cyber Security for Everyone

[BACK](#)

Detailed Description:	In our sharing and caring culture, we can sometimes become victims of social engineering and cyber-attacks. Securing sensitive information in our organization's data systems, such as QCC, is more critical today than ever before. Up to 92% of breaches are due to human vulnerability. It's a matter of 'when' not if!
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	1:30pm to 3:00pm
Room:	Ballroom D
Primary Instructor:	Burt Lo, Stanislaus COE
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Revised

333 - Deduction Data Form Usage & Garnishment Setup

[BACK](#)

Detailed Description:	We will start with reviewing the various abilities the Deduction Data Form has to offer and discuss how the system can assist with calculating various deductions. From there, we will focus on Garnishment rule set ups and how these interact to assist in withholding the correct amounts per pay period. We will finish with reviewing an ACCESS database Stanislaus COE uses to track employee garnishment balances, multiple orders and their process to report to SDU for all districts child support orders. You are encouraged to bring and share your methods, ideas and experiences as well. Audience participation is encouraged.
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	1:30pm to 3:00pm
Room:	Ballroom C
Primary Instructor:	Ramona Coker, Stanislaus COE
Additional Instructor2:	Shannon Hendricks, Stanislaus COE
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical/Technical
New/Repeat/Revised?:	Repeat

334 - OasisWeb Employee Self Service (including Absence Routing)

[BACK](#)

Detailed Description:	The new ESS (Employee Self Service) portal is designed to reduce the workload for staff and put the information into the hands of employees. Come see what is new, how this platform can help improve efficiency and allow employees to update their information and see relevant data.
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	1:30pm to 3:00pm
Room:	San Joaquin C
Primary Instructor:	Mitchell Wilson, Harris School Solutions
Additional Instructor2:	Jenny McArthur, Harris School Solutions
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Revised

335 - RDC Roundtable

[BACK](#)

Detailed Description:	Bring your questions and recommendations to the QSSUG Regulatory Driven Committee Roundtable. We will network together and discuss current and future state and/or federal requirements. Everyone is welcome!
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	1:30pm to 3:00pm
Room:	San Joaquin D
Primary Instructor:	Stefany Gower, El Dorado COE
Additional Instructor2:	Jenifer Miller, Stanislaus COE
Additional Instructor3:	Trich Larkin, Harris School Solutions
Session Experience Level:	Intermediate
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Repeat

341 - Harris School Solutions - Q&A with the Experts

[BACK](#)

Detailed Description:	Join a group of QSS Oasis representatives from Harris School Solutions for a Q & A session. If you have any unanswered questions before you head home from the conference, this is your opportunity to speak to the experts!
Type of Session:	Regular
Day of Session:	Friday
Time Slot:	3:15pm to 4:45pm
Room:	Ballroom C
Primary Instructor:	HSS Representative, Harris School Solutions
Additional Instructor2:	HSS Representative, Harris School Solutions
Additional Instructor3:	HSS Representative, Harris School Solutions
Session Experience Level:	General
Session Technical Level:	Non-Technical
New/Repeat/Revised?:	Repeat