



# QSS Absence Tracking Implementation Boot Camp

Learn to manage and use the Integrated Absence Tracking Module in QSS.

Benefits include:

- Automated Accruals
- Available Balances appear on paystubs
- Potential integration with sub caller systems

**When:**

May 11, 2015 – May 15, 2015  
9am – 2pm Daily (*lunch is not provided*)  
*Please plan to attend all days*

**Where:**

Santa Clara County Office of Education  
Sunnyvale Lab  
1290 Ridder Park Drive  
San Jose CA, 95112

**Who:**

Payroll and Personnel staff from districts who have not already implemented the Absence Tracking Model and are interested in implementing this module should attend. A general understanding of how to navigate the QSS Control Panel and access Employee Maintenance is required.

**Topics:**

Masterfiles  
Batch Processes  
Employee setup  
Reporting

This training will require pre-work and reading for each class. The time in class will be spent with a brief overview of the pre-work followed by hands-on activities. Please ensure you have adequate time for the pre-work and ensure you have appropriate system security to access the Absence Tracking Module before attending the class.

***For more information and registration please visit <https://accesspoint.sccoe.org>***