

WASWUG Initial Session List – HR/Payroll

Note: This session list is subject to change

Session Title	Session Audience	Session Description
O is for Organizational Charts	HR PAYROLL QMLATIV CURRENT USERS	New Concepts and creating Org Charts in Qmlativ for Time Off, Expenses Reimbursement, and Time Tracking.
The Power of Defaults	HR PAYROLL QMLATIV CURRENT USERS	In this session we review various defaults on Position Types and Deductions & Benefits. We will also review how Ded/Ben verification sets can speed up adding new Positions and Assignments to Qmlativ.
Payroll Balancing	HR PAYROLL SMS 2.0	Do you struggle to balance Contract Pay, SEBB medical deductions/benefits, WA Cares-Paid Family Medical Leave (PFML), and Standard Long Term Disability (LTD) monthly premiums? Join us for payroll balancing tips.
Preparing your Payroll using Tiles, Views & Filters	HR PAYROLL QMLATIV CURRENT USERS	Come hear my tips and tricks to prepare your Qmlativ Payroll using tiles, views & filters.
Payroll Utilities	PAYROLL QMLATIV CURRENT USERS	Even Oscar the Grouch would say that Payroll Utilities are better than an anchovy ice cream sunday! Learn how corrections and updates in the payroll run can be updated quickly using payroll utilities. We will also cover what the payroll purge and rest features do, to help you make payroll corrections quickly and efficiently.
Time Off Overview in SMS 2.0	HR PAYROLL SMS 2.0	An in-depth look through the WSIPC Guide to Time Off. Demonstrations on Code creation, Time Off Transactions, Organizational Charts, Leave Roll, and Employee Access leave requests.
Understanding Positions and Assignments	HR PAYROLL QMLATIV CURRENT USERS	In this session, we'll explore the fundamentals of Qmlativ's Position and Assignment design from the ground up. You'll become familiar with the unique elements and learn about best practices for bringing them together to create a seamless connection with HR and Payroll.

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HR/Payroll Overview in Qmlativ	HR PAYROLL QMLATIV FUTURE USERS	Are you a future Qmlativ user and wondering what the HR & Payroll modules look like in the new software? In this session, we'll tour Qmlativ and explore some of the HR & Payroll features.
Employee Onboarding with Online Forms	HR PAYROLL SMS 2.0	Learn how to utilize the power of online forms to streamline your onboarding process for new employees. We'll go over setup, configuration, custom forms, and many more for you to automate this whole process.
Staff Planning Overview	HR QMLATIV CURRENT USERS	In this session, you will become familiar with Staff Planning and the tools you will use for Budget development.
Time Off Allocations	HR PAYROLL QMLATIV CURRENT USERS	In this session, we will review how Time Off Allocations are set up and processed. We will review how to allocate certain Time Off Types to groups of employees using Entitlements, as well as when we will allocate via Allocation Types and Allocation Schedules.
Processing Payroll Corrections	PAYROLL SMS 2.0	Join us for a review of efficient ways to process payroll corrections in SMS 2.0. We will cover the following scenarios: Employee Overpaid, Employee Underpaid, Deduction or Benefit for Employee without Pay, and Correcting a Deduction or Benefit Amount.
Qmlativ HR/Payroll Optimization	HR PAYROLL QMLATIV CURRENT USERS	In this session, we will discuss common areas where districts can gain efficiencies and streamline current HR/Payroll operations to optimize their use of Qmlativ. Topics will include Pay Type Codes, Stipend Pay, Timesheet Group Configuration, Calendars, and more.
Time Tracking	HR PAYROLL QMLATIV FUTURE USERS	In this session, we will discuss how Time Tracking can be set up and configured to track employee time in Qmlativ. After setup, we will review how the employee will punch in and out, edit punches, and submit. We will conclude with a look at the approval process and general management of submitted Time Tracking Timesheets.
Federal Reporting Maintenance	HR PAYROLL SMS 2.0 DATA REPORTING	Reviewing and maintaining your employee data throughout the year can make your federal reporting tasks and deadlines a breeze. In this session we will review federal employee reporting requirements along with some steps you can take to best position your district for success.

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Qmlativ Retro Pay	HR PAYROLL QMLATIV CURRENT USERS	In this session, we will review what a retro pay is, when to process a retro pay, retro pay setup requirements, and the three ways of processing the retro pay.
Contract Letters	HR QMLATIV CURRENT USERS	The letter of the day is "C" for Contract Letters. Come with us to see how you can quickly and easily use the contract letter functionality to make your employees clap, clap!!! We will review how to build the letter templates, create the letters, and see how your employees can view and sign their letters electronically. You will also see how Human Resources can manage and report on the processes and access current and historical letters.
Salary Negotiations/Employee Management/Payroll (SN/EM/PA) Workflow	HR SMS 2.0	Take a journey down WASWUG Street and become best friends with the workflow from Salary Negotiations to Employee Management to Payroll! In this beginner session, we'll help you get to know the role of each of these characters and show you the ropes to help them work together in harmony.
Qmlativ Pay Type & Pay Schedule Basics	HR PAYROLL QMLATIV CURRENT USERS	In this session, we will discuss general configuration of Pay Types and Pay Schedules in Qmlativ, how they relate together to drive employee pay, and strategies to leverage efficiencies and system functionality to streamline setup and maintenance.
Applicant Tracking	HR QMLATIV CURRENT USERS	Join us on WASWUG Street to see how staffing your district with great employees can be as easy as ABC123. The Applicant Tracking module is designed to make the hiring process easy and efficient while allowing your district to customize the features to meet your specific needs. This session will demonstrate how your district can streamline the hiring process and give your district the advantage of efficiency in today's competitive job market. After attending this session, you can learn more about seamless integration, onboarding, and process management by attending the Onboarding session.
Payroll Validation	PAYROLL SMS 2.0	Come my way as we stroll down Payroll Street to discover validation tools within the Payroll module. Sunny Payroll Days, sweepin' the clouds of doubt away, to help ensure your employees are paid correctly. On our way to where the air is sweet with streamlined payroll process steps.

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The Life Cycle of a Retirement Record	HR PAYROLL QMLATIV CURRENT USERS	In this session, I will provide an overview of the life cycle of an Employee Retirement Record. This will include the building blocks of an Employee Retirement Record, payroll processing considerations, Retirement System/Plan changes, adjustments, and finally, the Retirement Transmittal.
Onboarding	HR PAYROLL QMLATIV CURRENT USERS	Learn how to welcome new neighbors to WASWUG Street as we walk through the Qmlativ employee onboarding workflow including Online Forms, Process Management, and Employee Profile. This streamlined process allows districts to track, notify, and set up new employees while working with multiple departments to complete the onboarding process. Check out the complementary session Applicant Tracking that kicks off the new hire.
SEBB Reconciliation	HR PAYROLL SMS 2.0	In this session, you'll see how I reconcile my SEBB billing each month starting from downloading the bill from SEBB My Account to uploading the file into my payroll system. I also share 3 of my most used Excel formulas!
After the Update: Payroll's Impact on Financial Management - SMS 2.0	CROSS-PRODUCT HR PAYROLL FINANCIAL MANAGEMENT SMS 2.0	This session will help payroll, HR, and finance users understand the accounting implications of payroll processes using Skyward's SMS 2.0 software.
After the Update: Payroll's Impact on Financial Management - Qmlativ	FINANCIAL MANAGEMENT HR PAYROLL CURRENT USERS QMLATIV	This session will help payroll, HR, and finance users understand the accounting implications of payroll processes using Skyward's Qmlativ software.