



ComVida Corporation Class Registration Form

#201 – 319 Governors Court
New Westminster, BC V3L 5S5

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Bill To:

Class	Date	Description	Participant(s) Name	Price	Total
Intro to Payroll	August 11 9:00 am - 3:00 pm	This course is designed for the new user. We will cover all of the steps required to run your payroll. It will include how to read the calculate period, modify employee masters, make adjustments, and much more.		\$250.00	
Payroll Items	August 12 9:00 am – 3:00 pm	This course for the advanced user who has had lots of experience using the ComVida Payroll System. We will show you how to make changes to items as well as create new items; what happens when you change an item and what can be affected by those changes.		\$250.00	
Payroll Reports	August 13 9:00 am – 12:00 pm	This course is for the payroll user who likes to be able to pull reports or create and modify existing reports. This class will show you how to use filters and sorting as well as some of the more advanced features available.		\$250.00	
				Subtotal:	
				GST (5%)	
				Balance Due:	

Space is limited so be sure to register early!