



ComVida Corporation Class Registration Form

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

Phone: 604-540-4400 ext. 1
Fax: 604-540-4020
Email: helpdesk@comvida.com

Bill To:

Class	Date	Description	Participant(s) Name	Price	Total
Intro to Payroll	June 6 th 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	June 7 th 9:00 am – 3:00 pm	This course is 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	June 8 th 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	
HR Pages	June 8 th 1:00 pm – 4:00 pm	This course is to help the user navigate through the ComVida Human Resources module. We will assist you in designing and creating your own pages, how to set security levels and how to create data templates to import information from ComVida Payroll and other applications.		\$250.00	
Staff Scheduling Level 1	June 9 th 9:00 am – 3:00 pm	This course is for the new user working in Staff Scheduling. We will show you how to add a new employee, attach the employee to a rotation and generate assignments, how to manage the schedule by using Tools such as Shift Handling and how to navigate to other screens.		\$250.00	
Staff Scheduling Level 2	June 10 th 9:00 am – 3:00 pm	This course is for the user who needs some more advanced work in Staff Scheduling. We will show you how to make an employee an operator, set security levels, maintain various tables, and the Tools that are available. We will also discuss how to export and import employee information and schedules between EMS and Payroll.		\$250.00	
				Subtotal:	
				HST:	
				Balance Due:	

Space is limited so be sure to register early!