



**ComVida Corporation
Payroll Webinar Registration Form
Spring 2015**

#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:

Webinar	Dates & Times ⁽¹⁾ PDT	Description	Participant(s) Name & Email ⁽²⁾	Price Per Site
Adjustments (PR 4.2)	May 4 th 9:00 – 10:30am May 5 th 11:00 – 12:30pm May 7 th 11:00 to 12:30pm May 8 th 8:00 to 9:30am	This course will review several scenarios to help you understand what types of adjustments are needed, when they are needed, and how to enter them.		\$140
Reports (PR 4.2)	May 4 th 1:00 – 2:30pm May 5 th 8:00 – 9:30am May 6 th 11:00 – 12:30pm May 8 th 11:00 – 12:30pm	This course will show you how to use filters and sorting as well as the more advanced features available in the Payroll Report Writer.		\$140
Q & U - Qualified and Unqualified Employer EI	May 5 th 1:00 – 2:30pm May 6 th 8:30 to 9:30am May 7 th 1:30 to 2:30pm	This course will show you how to set up and maintain the Class code for Qualified and Unqualified Employer EI		\$140
ROE	May 6 th 1:30 – 2:30pm May 7 th 8:30 – 9:30am	This course will show you how to export the ROE and submit the ROE online to Service Canada.		\$140

Note (1): all webinar end times are approximate. The duration of each webinar may vary depending on the number of participants and the questions asked. Please circle the desired class and email to helpdesk@comvida.com

Note (2): prior to course date, instructions for accessing the webinar via GoToMeeting will be emailed along with course materials. Please include an email address for this purpose.

Space is limited so be sure to register early

Subtotal	:
GST:	
Balance Due:	