



## Webinar Class Registration Form Late Summer 2015

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

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Bill To:

Class	Date	Description	Participant(s) Name	Price Per site
Data Templates Importing/Exporting From HR	Sep 3 <sup>rd</sup> @ 08:30 PDT Sep 3 <sup>rd</sup> @ 10:30 PDT Sep 3 <sup>rd</sup> @ 13:00 PDT	This course will demonstrate how powerful the import and export feature can be. With the use of data templates, data can easily be imported or exported. Data from Payroll can also be imported to EMS, likewise, data from EMS can be imported to Payroll.		\$140.00
Notifications	Sep 10 <sup>th</sup> @ 08:30 PDT Sep 10 <sup>th</sup> @ 10:30 PDT Sep 10 <sup>th</sup> @ 13:00 PDT	This course was designed to teach users how to use the system to send 2 way communications between supervisors, Department heads and other staff. Vacation Requests, Worked Hours, Expiring Skill Sets, Upcoming Reviews and Meetings are just some examples of this feature.		\$140.00
Self Serve	Sep 17 <sup>th</sup> @ 08:30 PDT Sep 17 <sup>th</sup> @ 10:30 PDT Sep 17 <sup>th</sup> @ 13:00 PDT	This course is designed for those organizations that wish to alleviate the phone calls to the Scheduling office by having your staff log onto ComVida to view or access their own schedules. This set up is completely secure so users will be able to access only their own profile.		\$140.00
HR Pages	Sep 24 <sup>th</sup> @ 08:30 PDT Sep 24 <sup>th</sup> @ 10:30 PDT Sep 24 <sup>th</sup> @ 13:00 PDT	This course will teach users how to create their own custom HR pages. Anything that currently is being tracked manually on paper, can be tracked electronically on a custom page. This allows the user the capability to run reports and track information easily.		\$140.00
Subtotal:				
GST (5%) BC PST (7%)				
Balance Due:				

**Space is limited so be sure to register early!**