

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

Phone: 604-540-4400 ext. 0
 Fax: 604-540-4020
 Email: helpdesk@comvida.com

Bill To:

Webinar	Dates & Times ⁽¹⁾	Description	Participant(s) Name & Email ⁽²⁾	Price Per Site
EMS 4.2	<input type="checkbox"/> Thursday, Dec 3 rd – 9am - 12pm <input type="checkbox"/> Thursday, Dec 3 rd – 1pm – 4pm <input type="checkbox"/> Friday, Dec 4 th – 1pm – 4pm <input type="checkbox"/> Thursday, Dec 10 th – 9am – 12pm <input type="checkbox"/> Friday, Dec 11 th – 9am - 12pm <input type="checkbox"/> Friday, Dec 11 th – 1pm – 4pm <input type="checkbox"/> Thursday, Dec 17 th – 9am – 12pm <input type="checkbox"/> Friday, Dec 18 th – 9am – 12pm <input type="checkbox"/> Friday, Dec 18 th – 1pm – 4pm	<p>This course is designed for the payroll user who is responsible for completing payroll Year End in EMS 4.2.</p> <p>It will include planning for; generating, and submitting T4s and T4As, preparing for the BC Pension submission, updating company information for 2016, and revising item or employee information for the new year.</p>		\$300
Payroll 2.5	<input type="checkbox"/> Friday, Dec 4 th – 9am – 12pm <input type="checkbox"/> Thursday, Dec 10 th – 1pm – 4pm <input type="checkbox"/> Thursday, Dec 17 th – 1pm – 4pm	<p>This course is designed for the payroll user who is responsible for completing payroll Year End in ComVida Payroll 2.5</p> <p>It will include planning for, generating, and submitting T4s and T4As, preparing for the BC Pension submission, updating company information for 2016, and revising item or employee information for the new year.</p>		\$300

Note (1): All class are approximate 3 hour in length. Check desired class time. The duration of each webinar may vary depending on the number of participants and the questions asked.

Note (2): Please include an email address. We will email the link for accessing the webinar via *GoToMeeting* along with the course materials prior to the class.

Space is limited so be sure to register early! 24 hour cancellation notice required.

Subtotal:	
GST:	
Balance Due:	