

#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
Payroll Reports Menu (Payroll 4.2) *NEW*	November 5 th <input type="checkbox"/> 8:30 am <input type="checkbox"/> 10:30am <input type="checkbox"/> 1:00pm	This course is will show you how to generate the standard payroll reports. We will review filtering, sorting options, and how to utilize these reports to aid you in the processing and auditing of payroll.		\$140
Adjustments (Payroll 4.2)	November 12th <input type="checkbox"/> 8:30 am <input type="checkbox"/> 10:30am <input type="checkbox"/> 1:00pm	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
Shifts to be Filled (Scheduling 4.2)	November 19 th <input type="checkbox"/> 8:30 am <input type="checkbox"/> 10:30am <input type="checkbox"/> 1:00pm	This course is designed for anyone responsible for scheduling. We will review all the steps required for covering shifts. We will show you how to effectively use the Shifts to be Filled page with all the new features and enhancements.		\$140
HSCIS Report (EMS 4.2) *NEW*	November 26 th <input type="checkbox"/> 8:30 am <input type="checkbox"/> 10:30am <input type="checkbox"/> 1:00pm	This course is designed for the user responsible for HSCIS reporting. We will review the set up, maintenance, and generation of HSCIS information to be reported to the Health Employers Association of BC (HEABC)."		\$140

Note (1): All class are approximate 1 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:	