



**ComVida Corporation**  
SOFTWARE SOLUTIONS THAT FIT

# **TRAINING CATALOGUE**

(Fall 2017)

## **EMPLOYEE MANAGEMENT SOFTWARE (EMS)**

Human Resources, Staff Scheduling, Payroll & Employee Self-Serve

Software version EMS 4.2 or higher

## REGISTRATION

To register for a course, please send an email to [helpdesk@comvida.com](mailto:helpdesk@comvida.com) with the class webinar registration form attached (last page of document).

We will email the link for accessing the webinar via *GoToMeeting* along with the course materials prior to the class.

Classes are approximately 1 hour in length. The duration of each webinar may vary depending on the number of participants and the questions asked.

Let us know if the dates and times offered are not convenient and we can schedule an alternate time.

Fee is \$140 plus applicable taxes per course and any number of staff from your organization can attend. 24-Hour cancellation notice is required.

*Note that due to the course's length of 1.5 hours, the T4 Balance & Reconciliation course fee is \$200.*

To take advantage of the training courses you must be **using EMS 4.2 or higher.**

Space is limited so be sure to register early!

# **PAYROLL COURSES**

## **ADJUSTMENTS**

Adjustments are used to adjust employee details for items that are calculated automatically through the setup of the item formula. Payroll deductions, employee benefits and accruals, such as sick and vacation time entitlements, are examples of automatic calculations. 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.

## **REPORT WRITER**

The Report Writer tool allows the user to create reports containing selected information about employees and calculated payroll amounts. This course will show you how to interpret the report setup, copy and modify reports, use filters and sorting as well as the more advanced features available in the Payroll Report Writer.

## **PAYROLL REPORTS MENU**

Pre-defined and custom reports are accessed through the Reports menu in Payroll. The reports can be viewed on screen, printed to a PDF, or exported to a variety of formats. This course 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.

## **RECORD OF EMPLOYMENT**

This course will teach you how to export the ROE from EMS and upload the ROE online to Service Canada. The Service Canada requirements for ROE submission have changed in 2016, and this course will cover the new ROE generation and submission process.

## **PAYROLL TIME-SAVING TIPS & BEST PRACTICES**

This course will show you some great time-saving features that you may not be currently taking advantage of in Payroll. These will help you to minimize data entry and ensure accurate payroll record keeping. We will demonstrate how to use some of the payroll tools and show you some shortcuts to help maximize productivity.

## **Q & U - QUALIFIED AND UNQUALIFIED EMPLOYER EI**

This course is designed for clients with multiple CRA Business numbers. We will show you how to properly move employees from Unqualified to Qualified status (or vice versa) in order to ensure that Employer EI is being calculated at the prescribed rate and that other crucial payroll items tied into an employee's Qualified/Unqualified status are functioning properly. This will help minimize common errors that can impact net pay and ensure that T4s are processed correctly.

## **HEALTH SECTOR COMPENSATION INFORMATION SYSTEM (HSCIS) REPORT**

The purpose of this course is to assist organizations in the maintenance and auditing of HSCIS employee information for the purposes of reporting to the Health Employers Association of BC (HEABC) from EMS. This course is designed for the user responsible for HSCIS reporting. We will review the setup, maintenance, and generation of HSCIS information to be reported to the HEABC.

*Note: This course and document assumes that your organization is converted to the HSCIS Extract for EMS 4.2 that was released with the EMS 4.2.1.5 update in June 2015 and requires a separate conversion at no additional charge for clients who are already licensed for HSCIS Reporting with ComVida. If you have not been converted to the EMS 4.2 HSCIS Extract, please contact the HELPDESK to schedule a conversion.*

## **T4'S – BALANCE AND RECONCILIATION (\$200)**

The purpose of this course is to show clients how to generate T4s and T4A's and balance them to your CRA Remittances prior to the end of the year in order to help organizations get a head start on their year-end procedures. We will also review several common scenarios where discrepancies have occurred, and demonstrate how to make the correct Employee Adjustments in order to correct these errors.

## **STAFF SCHEDULING COURSES**

### **SHIFTS TO BE FILLED**

The Shifts to Be Filled page in Staff Scheduling displays the Shifts that are under-covered on the Working date, that is, the Shifts where additional coverage is required and those employees who are available to provide the Shift with full staff coverage. This course is designed for anyone responsible for scheduling. We will go over all of the steps required for covering shifts. We will teach you how to effectively use the Shifts to Be Filled page with all the new features and enhancements.

### **SHIFT HANDLING**

Sometimes it may be necessary to change an employee's assignment because it has changed since the rotation was generated. This may be because of many reasons, including sickness, a vacation request, or the needs of the business have changed. At those times, a Shift Handle will need to be performed, so the assignment will reflect the change. This course is for the user(s) that would update schedules. Typically, this would be Schedulers or Managers, but it is open to anyone interested. We will show you how to make changes to schedules to reflect the correct assignments using all three methods of Shift Handling.

# **HUMAN RESOURCES COURSES**

## **DATA TEMPLATES IMPORTING/EXPORTING FROM HUMAN RESOURCES**

Data Templates are used to define the layout of an import or export file by identifying which fields are being imported or exported and their location in the file. Employee data can be imported and exported through Human Resources. 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, such as Time Bank balances, can be imported to HR.

## **HR PAGES**

Human Resources allows for the complete tracking of unlimited employee information. The user-defined pages can be set up to meet your organization's specific requirements based on Collective Agreements, Government Employment Standards, and Employment Policies. This course will teach users how to create their own custom HR pages. Anything that is currently being tracked manually in Excel or on paper can be tracked electronically on a custom page. This allows the user the capability to run reports and track information easily.

## **TERMINATING EMPLOYEES**

This course will walk through the procedure to terminate an employee. We will also show you how to make sure that all currently terminated employees were terminated correctly. This will ensure that your active employee count is up to date and accurate.

## **GENERAL COURSES**

### **EMPLOYEE SELF-SERVE**

The Personal Information area of EMS is available to all employees with a user ID and password. This area displays your detailed information from HR, including notifications, as well as your scheduled assignments in a Monthly or Annual view. This course is designed for those organizations who wish to alleviate the phone calls to the Scheduling office by having staff log onto EMS to view or access their own schedules. This setup is completely secure so users will be able to access only their own profile.

### **NOTIFICATIONS**

Notifications in EMS allow employees to have a recorded two-way conversation with Supervisors, Department Heads and other staff regarding topics such as Scheduling changes for vacation requests, hours worked and other reasons; HR updates such as expiring skill sets, upcoming reviews and Events such as meetings, policy changes or general announcement. This course was designed to teach users how to use the Notification functionality to send two-way communications between Supervisors, Department Heads and other staff.

### **SETTING UP A NEW OPERATOR**

The Operator page in HR combines multiple pages of security into one page. There are several areas that can be configured for an employee. This course is designed for the user responsible for setting up new operators of the system. In this class, we will explain all fields in the Operator Page and what impact they have.

### **TYPE BLOCKS & FILTERS**

Type Blocks are a very simple but powerful concept. EMS allows users to select groups of Scheduling, Payroll and HR data that are of a common "type." Selection of groups of data of a common type is based on the "Type Block." The most commonly used method of specifying selection criteria is the "Filter." This course will show users how to set up and use Filters in EMS. This simple but powerful feature will help save time in your daily tasks.

<b>EMS 4.2 Webinar Schedule</b>	September	October	November	December
<b>PAYROLL</b>				
Adjustments	28 <sup>th</sup> – 10:30a		16 <sup>th</sup> – 1:30p 23 <sup>rd</sup> – 8:30a	
Report Writer		19 <sup>th</sup> – 10:30a 26 <sup>th</sup> – 8:30a		
Payroll Reports Menu		19 <sup>th</sup> – 8:30a		
Record of Employment	21 <sup>st</sup> – 8:30a 28 <sup>th</sup> – 1:30p			
Payroll Time Saving Tips & Best Practices	21 <sup>st</sup> – 10:30a	26 <sup>th</sup> – 10:30a		
Q & U - Qualified & Unqualified Employer EI	21 <sup>st</sup> – 1:30p 28 <sup>th</sup> – 8:30a			
HSCIS Report		19 <sup>th</sup> – 1:30p 26 <sup>th</sup> – 1:30p		
T4s – Balance & Reconciliation			16 <sup>th</sup> – 8:30a 16 <sup>th</sup> – 10:30a 23 <sup>rd</sup> – 10:30a 23 <sup>rd</sup> – 1:30p	
<b>STAFF SCHEDULING</b>				
Shifts to be Filled		5 <sup>th</sup> – 8:30a 5 <sup>th</sup> – 10:30a		
Shift Handling			30 <sup>th</sup> – 8:30a 30 <sup>th</sup> – 10:30a	
<b>HUMAN RESOURCES</b>				
Data Templates Importing/Exporting from Human Resources			9 <sup>th</sup> – 10:30a 9 <sup>th</sup> – 1:30p	
HR Pages		12 <sup>th</sup> – 10:30a 12 <sup>th</sup> – 1:30p		
Terminating an Employee -			30 <sup>th</sup> – 1:30p	7 <sup>th</sup> – 8:30a
<b>GENERAL</b>				
Employee Self-Serve			2 <sup>nd</sup> – 1:30p 9 <sup>th</sup> – 8:30a	
Notifications		5 <sup>th</sup> – 1:30p 12 <sup>th</sup> – 8:30a		
Setting up a new operator			2 <sup>nd</sup> – 8:30a 2 <sup>nd</sup> – 10:30a	
Type blocks and filters				7 <sup>th</sup> – 10:30a 7 <sup>th</sup> – 1:30p

**Note: All courses listed above are in Pacific Time. If none of the course times are suitable for your organization, feel free to send us a request along with an alternate date & time and we will do our best to accommodate your request.**





**ComVida Corporation  
Webinar Class Registration Form  
Fall 2017**

#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:

Please fill out the section below with your course selections from the prior page and attendee information:

<b>Class</b>	<b>Date &amp; Time</b>	<b>Price</b>	<b>Attendee(s)</b>	<b>Email address(es)</b>

<b>Sub-Total:</b>	
<b>GST (5%):</b>	
<b>Total:</b>	