



TRAINING CATALOGUE

(Fall/Winter 2020)

EMPLOYEE MANAGEMENT SOFTWARE (CVC)

Software version CVC51 only

REGISTRATION

To register for a course, please send an email to 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 1-3 hours in length. The duration of each webinar may vary depending on the number of participants and the questions asked.

Course fee is listed beside each description of the class, there will be applicable taxes per course. Any number of staff from your organization can attend. 24-Hour cancellation notice is required.

To take advantage of these training courses you must be **using CVC51**.

For the notifications course to include Texting and Voice messaging – Twilio will need to be installed. This feature is also available for just email notifications and would not require a Twilio account.

Space is limited so be sure to register early!

GENERAL COURSES

NOTIFICATIONS (400.00)

A prerequisite of taking the Notification course (if you are wanting to text or voice message) is, you must have your Twilio account set up and ready to use. This class offers a 2 hour training session with a 1 hour, one-on-one session to follow the same day, to ensure that everything has been set up in your database to go live with Notifications after this class.

Notifications in CVC51 now features the ability to send bulk text messages or a single message to an employee's cell phone from the Shifts to Be Filled or Block Booking pages in Scheduling. This can also be done from the new Communication Hub. CVC51 also offers the users the option to set up multiple user-defined notification types, such as: Vacant Shifts, Vacation/Time Off requests, Skill Set expiry or when upcoming milestones are being reached, like anniversary dates. Notifications can also be sent through email without the use of Twilio.

EMPLOYEE SELF-SERVE (140.00)

The Self-Serve area of CVC51 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 CVC51 to view or access their own schedules. This setup is completely secure so users will be able to access only their own profile.

SETTING UP A NEW OPERATOR (140.00)

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 (140.00)

Type Blocks are a very simple but powerful concept. CVC 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 CVC51. This simple but powerful feature will help save time in your daily tasks.

STAFF SCHEDULING COURSES

SHIFTS TO BE FILLED (140.00)

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 (140.00)

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 (140.00)

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.

HUMAN RESOURCE USER-DEFINED PAGES (140.00)

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 & HOW TO LOCATE INCORRECTLY TERMINATED EMPLOYEES (140.00)

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.

PAYROLL COURSES

ADJUSTMENTS (140.00)

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 (140.00)

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 (140.00)

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.

PAYROLL TIME-SAVING TIPS & BEST PRACTICES (210.00)

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 (140.00)

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 (140.00)

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 CVC. 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.

RECORD OF EMPLOYMENT (140.00)

This course will teach you how to export the ROE from CVC 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. (This course is by request only)

WHATS NEW IN PAYROLL (\$270.00)

This course will show you how to streamline the proportionating feature, ease of batch editing, home page comments/notifications used in payroll, future dated position codes, email pay slips after creating bankdata.lst, adding new items to amounts, a new field called required in items , overriding history dates in reports and the list goes on and on. For some great features that you may not be currently taking advantage of in Payroll.

CVC51 Webinar Schedule	October	November	December
GENERAL			
Notifications	8 th – 8:30a-10:30a – 1 hour to follow in the pm	19 th – 8:30a- 10:30a – 1 hour to follow in the pm	
**Twilio program must be installed for text and voice messaging.			
Employee Self-Serve	22 nd – 10:30a- 11:30a	5 th – 8:30a-9:30a	
Setting Up A New Operator	22 nd – 1:00p-2:00p		
Type Blocks & Filters			3 rd – 10:30a- 11:30a
STAFF SCHEDULING			
Shifts to Be Filled	22 nd – 8:30a-9:30a		3 rd – 1:00p-2:00p
Shift Handling			3 rd – 8:30a-9:30a
HUMAN RESOURCES			
Data Templates, Import/Export for HR	Upon Request	Upon Request	Upon Request
Terminate Employees & Locate Incorrectly Terminated Employees		5 th – 10:30a- 11:30a	
HR Pages		5 th – 1:00p-2:00p	

PAYROLL			
Adjustments	1 st – 8:30a-9:30a	26 th – 8:30a-9:30a	
Report Writer	29 th – 8:30a-9:30a	26 th – 10:30a-11:30a	
Tips & Best Practices	1 st – 10:30a-12:00p	12 th – 8:30a-10:00a	
Q&U	15 th – 8:30a-9:30a 29 th – 1:00p-2:00p		
HSCIS Reporting	15 th – 10:30a-11:30a	12 th – 1:00p-2:00p	
Reports (menu)	15 th - 1:00p-2:00p 29 th – 10:30a-11:30a		
What's New in Payroll		26 th – 1:00p-3:00p	

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.

