



Free Fun Fact Filled Friday for Spring/Summer of 2024

All sessions start at 10:30 PST sharp

A zoom invite will be sent out the day prior to the session.

Be sure you are registered if you wish to attend!

19-Apr	Workforce Communication
03-May	How to Produce an ROE
17-May	Position Levels
31-May	Investigate an Out-of-Balance GL
14-Jun	Recommendations for Payroll Validation
28-Jun	How to Set Password
11-Jul	Shift Bidding & Vacancy Management
12-Jul	Apply HR Default
25-Jul	Shift Bidding & Vacancy Management
26-Jul	Transactions VS Adjustments
08-Aug	Position Levels
09-Aug	Department Summary Report
23-Aug	How to set a Casual Employee up in Scheduling
06-Sep	How to Process a Cheque
20-Sep	How to Submit a Leave Request

Please note that July 11, July 25 and Aug 8 are **Thursday Treats!**

What the sessions will include:

Apr 19 Workforce Communication Options for getting the message across! Let's go through the different ways we can send messages and leave communications for staff within ComVida. We will explore using Self Serve and Email to leave messages for staff.

03-May How to Process a ROE This session will cover step-by-step Generating and Exporting the ROE with examples.

17-May Position Levels The Position Levels feature is new to ComVida and allows the complete automation of the wage grid throughout the system, including instances where employees may be paid different rates of pay for performing different jobs. Let us show you how powerful and easy-to-use this function can be!

31-May Investigate an Out-of-Balance GL Simple steps to take to Investigate an out of Balance General Ledger Extract.

14-Jun Recommendations for Payroll Validation; Payroll Checks to Perform

28-Jun How to Set Password: Using the "Forgot Password" feature to allow employees to recover their passwords themselves without manager intervention. We will walk through what needs to be configured in the system to allow for the two quick and easy methods.

11-Jul Shift Bidding & Vacancy Management: The NEW Shift Bidding and Vacancy Management features allow scheduling users to easily post multiple shifts for employees to bid upon. Employees get notified of vacant shifts, and are directed to an easy-to-use calendar on their phone or other electronic device, which allows employees to easily request to work shifts for which they are qualified and available to pick up. Let us show you how this new feature can save your schedulers and managers lots of time!

12-Jul Apply HR Default: Apply HR Defaults tool should be run each pay period to ensure that employees' Amounts in Payroll have their current Human Resources home values. The session will focus on the purpose of the 'Apply HR Default' procedural steps and examples.

25-Jul Shift Bidding & Vacancy Management: The NEW Shift Bidding and Vacancy Management features allow scheduling users to easily post multiple shifts for employees to bid upon. Employees get notified of vacant shifts, and are directed to an easy-to-use calendar on their phone or other electronic device, and allows employees to easily request to work shifts for which they are qualified and available to pick up. Let us show you how this new feature can save your schedulers and managers lots of time!

26-Jul Transactions vs Adjustments: Which one to use. Discuss when to use Transaction and when to use Adjustment. How to decide which one is best. Show when to use BEGINNING, MIDDLE, and END when creating an Adjustment.

08-Aug Position Levels: ComVida's Position Levels function allows users to manage multiple positions and grid levels for a single employee within one easy-to-use screen. This allows the complete automation of employee wages in the system, even if employees belong to multiple different wage grids or work multiple positions.

09-Aug Department Summary Report: The Department Summary report is a new report within Payroll that allows any amounts to be produced at the Department level that users may desire. You can

determine your sections, labels, and summaries to configure the report completely the way that you would like to see it presented. Come check it out!

23-Aug How to set up a Casual Employee in Scheduling: Learn how to correctly set up a casual employee in Scheduling so they are included in callouts.

06-Sep How to Process a Cheque: Paying employees via cheques.

20-Sep How to Submit a Leave Request: Let's explore the most efficient way for your employees to submit time off.



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Company Name:

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

Session	Date & Time	Attendee(s)	Email address(es)