



Solutions



2020 will see some changes in our User Meetings. We have an exciting new addition to our annual training opportunities. There will be a beginners "Basic 101" that will cover an introduction to the basics of our regular Payroll application. This training is specifically for new county employees or employees who have taken on different roles and responsibilities in your office. We are also scheduling our Document Locator training class to coincide with these meetings. All meetings are at the Radisson Hotel, 2609 University Blvd in Ames, Iowa.

Day 1 (April 22) - 10:00 AM to 1:00 PM Basic 101

Day 1 (April 22) – 2:00 PM Document Locator (DL)

Day 2 (April 23) – 9:00 AM Payroll

For day 1, no lunch will be provided.

For day 2, a light breakfast will begin at 8:30 a.m. with the meeting starting at 9:00 a.m. Lunch will be provided.

Registration is included in your yearly contracts. Pre-registration is required by April 15th to ensure an accurate count for meals, seating, and materials. Should you need to cancel your registration, please contact our office. Walk-ins or late registrants may not be guaranteed a meal.

Updated manuals will be on the User Manual menu option about one week prior to the meeting. An email will be sent to inform you when they are available. Please bring copies of the manual with you to the meeting.

We have a block of rooms at the Radisson Hotel at the government rate.

Please call (515) 268-8808 to book your reservation by March 22nd.

**If you have specific questions or ideas that you would like us to touch upon, please email them to us before the meeting. The enclosed agenda is tentative and is subject to change.

We look forward to seeing you on April 22-23rd!

The Solutions Team

Payroll School of Instruction

Day 1 – April 22 – 10:00 AM: Basic 101:

This meeting will cover entry level information on this application and would be ideal for new employees.

Day 1 – April 22 – 2:00 PM: Document Locator (DL):

This meeting is an opportunity to learn how imaging software can and is streamlining offices and to hear how your peers are using DL.

Day 2 – April 23 – 9:00 AM: Full Day SOI:

This meeting will cover the entire application for all experience levels.

Please enter the name of attendees and put an X in the meetings they will be attending below:

Name: _____ Basic 101 ____ DL ____ Full day SOI ____

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