



FA2 Basic Training
WebEx Workshop Series
PR Module

Organization: _____
Contact Name: _____
Contact email: _____
Contact phone _____

Client Approval:
Signed: _____
Position: _____
Date: _____
PO #: _____

_____	February 23: Create and Edit Employees	Free
_____	February 25: PDF Codes	\$50
_____	March 1: Repeating Entries	Free
_____	March 3: PR Totals	\$50
_____	March 5: Tracking Leave in FA2	\$50
_____	March 9: Tracking Hours in FA2	Free
_____	March 11: Processing Payroll	\$50
_____	March 15: Direct Deposit and Email	Free
_____	March 17: Balancing PR and Correcting Totals	\$100 (2 hours)
_____	March 19: Tax Tables	Free
_____	March 23: Pay Utilities	\$50
_____	March 25: Payroll Archives	\$50
_____	March 29: Void PR checks	\$50
_____	March 31: Payroll Reports	\$50
_____	Entire PR Basic Training Series (Save \$100)	\$400

All Sessions are @ 1:00pm CST. More detail on each session available on next page
Access instructions will be emailed the day prior to the workshop. The access instructions will be sent to the contact(s) listed on this registration form.

Harris Contact: Becky Grom (bgrom@harriscomputer.com)

To Register, Please complete this page and fax to 877.222.4259

FA2 PR Basic Training

All Sessions are at 1:00pm CST

February 23: Create and Edit Employees	Free
<i>Employee Info, State Specific, Employee Demographics, Misc. Demographics tabs Adding, changing and deactivating employees PR Base Tables What If Calculator</i>	
February 25: PDF Codes	\$50
<i>Adding, changing and deactivating Taxability Cross Reference W2 Information</i>	
March 1: Repeating Entries	Free
<i>Adding, changing and removing Types, groups, payments per year, etc Account Distributions PDF Mass Change</i>	
March 3: PR Totals	\$50
<i>Total types Viewing by date Adding New Totals Adjusting totals</i>	
March 5: Tracking Leave in FA2	\$50
<i>Leave Types and Classification Balances and Rates Leave Requests Reports and Pay Stubs Year End Rollover</i>	
March 9: Tracking Hours in FA2	Free
<i>Setting up Repeating Entries Begin Pay Cycle Viewing on Employee Screen Adjusting</i>	
March 11: Processing Payroll	\$50
<i>Begin Pay Cycle Entries Exception v Variable Entries Calculate New Pay Errors Optional reports</i>	
March 15: Direct Deposit and Email	Free
<i>NACHA File information Setting up Employees Magnetic Prenote</i>	

March 17:	Balancing PR and Correcting Totals <i>941 Reports</i> <i>Retirement Reports</i> <i>Determining Taxable Earnings</i> <i>Finding and Correcting Mistakes</i>	\$100 (2 hours)
March 19:	Tax Tables <i>Updating Tax Brackets</i> <i>Updating Tax Percents</i> <i>Tax Info</i> <i>Tax Order</i>	Free
March 23:	Pay Utilities <i>Clear Payroll Data</i> <i>Recalculate Employee Demographics</i> <i>Employee Benefit Export and Import</i> <i>Import HR Contracts</i>	\$50
March 25:	Payroll Archives <i>Archiving PR Information</i> <i>Viewing Archived Data</i> <i>Archived Data Reports</i> <i>Removing Terminated Employees</i>	\$50
March 29:	Void PR checks <i>Entering Void, Manual or New Totals</i> <i>The results of voiding a PR Check</i>	\$50
March 31:	Payroll Reports <i>Payroll Reports</i> <i>Tax Reports</i> <i>General Report Writer</i>	\$50

NOTE: Let us know if there is a session you cannot attend. We will collect names and try to offer a second presentation of the material.