

SDS Touch Base Tuesday Agenda

February 11, 2020

Presenter: Kim

1. Trending Topics:

- ✓ Accessing the SDS News Webpage
 1. Go to <https://schooloffice.com/sdsnews/>
 2. Enter the password : gosds (enter all lowercase)
- ✓ How to reverse or delete a Cash Receipt
- ✓ How to create a payroll report with specific Deduction/Benefits needed
- ✓ How to delete employees from the Employee Portal
- ✓ Updating security and locking yourself out
- ✓ If adjusting security settings, take note on open items

2. Enhancements and News:

- ✓ Colorado & Michigan: Quarterly Unemployment Report listed by Account
- ✓ Illinois: Schedule P

3. Looking forward:

- ✓ **What's Coming – Stay Tuned to your Inbox:**
 - Make note of **new SDS email**, verify it is not in Spam newsletter@schooloffice.com
 - **FREE LIVE WEBINARS**
 - **Colorado User Webinar**

On **February 19, 2020 from 9:00-11:00 MT** we're having a Free Colorado User Webinar that will cover the following trending topics:

 - CDE 18 Budget Reporting
 - CDE Data Exchange Reporting
 - Colorado Human Resources Pipeline Reporting
 - Colorado PERA Reporting
 - Colorado Unemployment Reporting
 - Payroll Processing, Customizable Reports

To register please click the following link: <https://schooloffice.com/colorado-free-user-webinar/> . If you can't attend, the webinar we will be recorded and posted in "Finance Help" located in your system, following the call.

- **New User Boot Camps** – will be **February 20, 2020**
Click here to register: <https://schooloffice.com/newuserbootcamp/>
- **Next Touch Base Tuesday** will be **February 25, 2020**
Click here to register: <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>



- **SDS UNIVERSITY – Online Courses**
 - Hot Courses Right Now: **ACA and Payroll Setup** www.sdsuniversity.com
 - *Use Coupon Code **TBT10** for attending today to receive 10% off.