![Specialized Data Systems logo]

SDS Touch Base Tuesday Agenda

June 23, 2020
Presenter: Kim

1. **Trending Topics:**
   - ✓ Horizontal Entry Views: How to use; Search, Mass Change, First Field to Edit, Sort By
     - ▪ Master File Code Entry Options
     - ▪ Employee Master

   - ✓ How to print out an Open Contract Report, with just Activate Contracts?
     - ▪ How to mass Inactivate paid out Contracts?

   - ✓ Where to inactivate employees?
     - ▪ Delete inactive employee's user security access

   - ✓ Verify Deductions & Benefits percent or amount is correct for the new FY.

   - ✓ The payroll calendar for Gemini is <u>not</u> needed until the first report is sent in January and you can skip the process and move forward with other setup options.

2. **Enhancements and News:**
   - ✓ SDS Web Office Settings: State of Illinois – Activate 2020 Processing Options
     - ▪ If you have not previously activated this process, it has been tuned on with the update this weekend, as well as the Legacy computation process. This activation will provide you with the new data elements needed for Gemini and will not affect the payroll distribution.

3. **Looking forward**:
   - ✓ **REGISTRATIONS NOW OPEN! REGISTER** for our Annual User Conferences by visiting www.sdsuniversity.com
     - ▪ 09/10/20 - Annual User Webinar Conference for Colorado School Districts
     - ▪ 09/11/20 - Annual User Webinar Conference for Illinois/Wisconsin (All States)
     - ▪ 09/17/20 - Annual User Webinar Conference for Colorado Charters
     - ▪ 09/18/20 - Annual User Webinar Conference for Michigan/Indiana
     - ▪ **NEW!** 10/08/20 – Report Training Conference (Financial, Customizable and Crystal Reporting)
     - ▪ 11/19/20 - Master Class Webinar (This will become face to face + webinar if things lift this year)

- ✓ **Annual School Board Conferences**
  - IASBO Conference – Rescheduled to 11/3 – 11/5 - Peoria Civic Center, Peoria, IL
  - Indiana ASB0 - 11/8 – 11/10 - French Lick, Indiana
  - IASB Conference – 11/20 – 11/22 – Hyatt Chicago

- ✓ **Free Live Webinars – Register Today**
  - **NEW!** Free Live TRS Gemini Webinars with SDS https://schooloffice.com/sdsandtrs/
  - **Today's Touch Base Tuesday**
    - Next TBT will be July 14th - To register for future TBT click here
  - **New User Boot Camp**
    - Next one will be July 23rd - To register for future LIVE sessions + recording