



## SDS Touch Base Tuesday Agenda

**July 10, 2018**

Presenter: Kim

### 1. Trending Topics:

- ✓ What steps need to be completed when setting up a new employee?
- ✓ What to update when changing employee positions?

### 2. Enhancements:

- ✓ Payroll Distribution by Employee Summary Report

### 3. Looking forward:

- Next Touch Base Tuesday will be July 24.
  - Bi-Monthly Touch Base Tuesday's registration  
<http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>
  - Online Courses
    - Hot Topic Ones: Payroll Accrual & Fiscal Year Close  
<http://schooloffice.com/sdsservices/sds-online-continuing-ed-courses-registration/>
- Annual User Conference
  - 09/06/18 - Residence Inn (DIA – Airport) 16490 East 40th Circle Aurora, CO 80011
  - 09/13/18 - Hyatt House Chicago/Oak Brook 210 W 22nd Street Oak Brook, IL 60523
  - 09/20/18 - I-Hotel & Conference Center 1900 South First Street Champaign, IL 61820
  - 09/20/18 - North Conejos Re 1- 17890 US 285 La Jara, CO 81140
  - 09/26/18 - Otsego Club & Resort 696 M-32 East Gaylord, MI 49734
  - 09/27/18 - Wexford-Missaukee ISD 9907 E. 13th Street Cadillac, MI 49601
  - 10/04/18 - LIVE WEBINAR ANNUAL CONFERENCE - 9:00 - 3:00PM

Click here to register: <http://schooloffice.com/2018-sds-user-conference-registration/>