

## SDS Touch Base Tuesday Agenda

**November 10, 2020**

Presenter: Carla w/Guest Shannon

### 1. Trending Topics:

- ✓ Employee Publication Report
- ✓ Vendor Publication Report

### 2. Enhancements and News:

- ✓ Reports Added/Updated - Employee Expense Authorization Report
- ✓ Email to Secondary Address Field - Opens new Processing Options
- ✓ Finance Help Documents - New Updates/Changes
- ✓ W2 and 1099 Order Forms are Online and Available – [Click here to access](#)

### 3. Looking forward:

#### ✓ What's Coming – Stay Tuned to your Inbox:

- **Annual User Webinar Conferences Dates Booked** – Please save the dates. Registration coming soon, individually and packages!
  - 11/19/20 - Master Class Webinar (This will become face to face + webinar if things lift this year)
  - To register visit [www.sdsuniversity.com](http://www.sdsuniversity.com)
- **Free Live Webinars – Register Today**
  - **Today's Touch Base Tuesday**
    - Next TBT will be December 8 - [To register for future TBT click here](#)
  - **User Boot Camp**
    - Next one will be November 19<sup>th</sup> - [To register for future LIVE sessions + recording](#)
- **Order your W2 & 1099 Forms today** by [Clicking here to Order Today](#) (W2's, 1099 you can print on blank paper through our system if you choose, ACA forms you can only print on blank paper through our system.)
  - \*Please note forms purchased from another party we can not guarantee line up of the forms.
- **W2, 1099 Courses** will be released on SDS University on Nov. 24<sup>th</sup> (Advanced Registration will be released next week) and Dec. 15<sup>th</sup> will be our live Q & A for the course. ACA course will be released on 11/25 and the live Q & A will be on 1/14. Please make sure to mark your calendars.
- **Personal Protective Equipment:** You can purchase (Masks for ADULTS OR STUDENTS, N95 Masks, KN95 Masks, Cotton Masks, FDA Masks, Hand Sanitizer, Antibacterial Wipes, Medical Gloves and Thermometers) by ordering today [CLICK HERE TO ACCESS THE ORDER FORM](#)
- **TRS:** Free TRS Gemini Online Course <https://www.sdsuniversity.com/p/trs2021>
  - Register, Watch, Learn and Apply Today!
    - Illinois Clients: No need to process more than one payroll due to different First/Last Days Worked. Check out this free course mentions above.