



SDS Touch Base Tuesday Agenda

November 26, 2019

Presenter: Kim

1. Trending Topics:

- ✓ What are Attendance Categories used for?
- ✓ How do I delete an Employee Contract?
- ✓ Using the Check Reconciliation process; How do I delete old checks that should not be cleared out?
- ✓ How can I see cleared checks in Look and Browse?
- ✓ How do I order W2 and 1099 envelopes and perforated forms?

2. Enhancements and News:

- ✓ Colorado Human Resources Pipeline Staff Interchange Reporting Process

3. Looking forward:

- ✓ **What's Coming – Stay Tuned to your Inbox:**
 - **FREE LIVE WEBINARS**
 - **New User Boot Camps** – will be December 12, 2019
Click here to register: <https://schooloffice.com/newuserbootcamp/>
 - **Next Touch Base Tuesday** will be December 10, 2019
Click here to register: <http://schooloffice.com/sdsservices/sds-free-monthly-user-touch-base-tuesdays/>
 - **SDS UNIVERSITY**
 - **W2, 1099 and ACA Courses and Bundles**
 - *Use Coupon Code **TBT10** for attending today to receive 10% off.
Click here to register: www.sdsuniversity.com