

## Registration Information

Select one of our five convenient registration methods:

### Phone

1-888-PENSOFT (1-888-736-7638)

### Mail

PenSoft  
151 Enterprise Drive  
Newport News, VA 23603

### FAX

1-757-873-1733

### Online

[www.pensoft.com/training/payrolltraining\\_registration.aspx](http://www.pensoft.com/training/payrolltraining_registration.aspx)

## Important Information

The Day 1 Seminar is from 9 am to 4:30 pm. Day 2 Optional Sessions are scheduled on the following day from 9 am to 4 pm. We suggest you arrive at 8:45 am.

**Hotel Accomodations.** A list of local hotel accomodations can be found at [www.pensoft.com/training/accomodations.aspx](http://www.pensoft.com/training/accomodations.aspx).

**Breaks.** We have a morning, lunch, and afternoon break scheduled for Day 1 and for Day 2.

**Lunch.** Lunch break is from 11:45 am -12:45 pm. We will provide lunch.

Recording devices are not allowed. The content and course materials of our seminars are fully copyrighted and cannot be duplicated.

Cancellations received 30 days prior to the seminar are refundable less a \$50 service charge. You can avoid the service charge by rescheduling the seminar date. If you cannot make the seminar date and cannot reschedule, you may substitute another employee from your company. No refunds will be made for cancellations received within 30 of the seminar date.



## 2016 PENSOFT PAYROLL TRAINING

## Registration Form

Please fill out and mail with payment to: **PenSoft, 151 Enterprise Drive, Newport News, VA 23603**

Yes, please register me for the following session(s):

**Day 1: Payroll Training** Select Date  March 7  June 6  September 12  December 5 **Price \$299**

**Day 2: Optional Workshop**  Hands On Workshop  Advanced Session **Price \$199**

*List Names, Titles, and fees for additional registrants on a separate sheet.*

Name (Please print) \_\_\_\_\_ Title \_\_\_\_\_

Business/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Business Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

- My check made out to PenSoft is enclosed.
- Please charge registration(s) to my credit card:  Mastercard  Visa  AMEX  Discover

Card Number \_\_\_\_\_

Security Code \_\_\_\_\_ Exp. Date: (Month/Year) \_\_\_\_\_

Cardholder's Name (Please print) \_\_\_\_\_

Signature (required for credit card registration) \_\_\_\_\_

Payroll Software  
 Payroll Services  
 Payroll Training Seminars  
 Payroll Checks & Tax Forms

Software is like any other business tool... you must learn to use it before it will benefit your company. PenSoft training offers a highly productive and valuable training program designed to shorten the learning curve, increase employee productivity, and maximize your company's return on investment.

**\$299**

**\$269** Each additional person from the same company attending the same session.

## Who Should Attend

Payroll clerks, payroll service providers, those using, or training others to use, PenSoft Payroll and who want to possess a thorough understanding of payroll processing and keep their company payroll compliant.

## How You Benefit

- Learn from real payroll processing topics that you can apply immediately to *your* payroll.
- Take home easy to follow course materials to use as a convenient reference guide.
- Improve your efficiency for streamlining the payroll process.
- Implement safeguards to keep your payroll data secure from unauthorized personnel.
- Learn from payroll professionals who offer many years of knowledge and expertise to help you prepare your payroll easily and accurately.

## Topics Presented

- **INSTALLATION.** Install PenSoft Payroll on a single workstation or a network.
- **COMPANY SETUP.** Set up company, federal & state taxes, payroll groups, etc.
- **EMPLOYEE SETUP.** Set up employees' incomes, specialized tax configurations, taxes, tax status, and deductions.
- **PROCESSING PAYROLL.** Pay frequencies, bonuses, commissions, other out-of-cycle payments, and clone and batch processing options.
- **REPORTS.** Set up and use payday reports, tax reports, summary reports, management reports, and other specialized custom reports.
- **PAYROLL CHECKS.** Set check printing options, handle multiple checking accounts, signature files, MICR check printing, and process direct deposit.
- **TAX DEPOSIT PAYMENTS.** Process tax deposit payments and print tax deposit checks.
- **EXPORTING PAYROLL DATA.** Interface payroll data with other software packages.
- **UTILITY OPTIONS.** Safeguard payroll data and perform data recovery and restoration.

*Prerequisite: Day 1 Training*

## Hands On Workshop

Our intensive workshop has been structured to give hands-on training to new and experienced users alike. This workshop is designed so you can get answers directly related to your company's payroll and learn the techniques that apply to your particular organization.

**\$199**

**\$169** Each additional person from the same company attending the same session.

*Prerequisite: Day 1 Training*

## Advanced Session

Here we will delve deeply into the more advanced features of PenSoft Payroll like processing departments, job costing, direct deposit, certified payroll, magnetic media, and Form 1099.

Come prepared to ask questions... this session will be responsive to your individual requirements.

**\$199**

**\$169** Each additional person from the same company attending the same session.

**OUR GUARANTEE** You'll be 100% satisfied with your seminar experience or we'll refund your registration fee.

## 2016 SEMINAR DATES

March 7-8 ~ June 6-7 ~ September 12-13 ~ December 5-6