



Sales 1-800-270-0075  
Support (905) 825-8020  
Fax (905) 825-9660  
Email sales@easypay.ca

Easypay  
1733 Heritage Way  
Oakville, Ontario  
L6M 3A2

## Easypay Training Seminar Overview

---

The purpose of the Easypay training seminar is to review all of the features that are available in Easypay Payroll. It is the perfect way to become a confident user of Easypay. For experienced Easypay users, the seminar provides an opportunity to review proper payroll procedures and the most efficient way of handling certain situations.

Each attendee is provided with a laptop computer loaded with Easypay. The seminar uses a hands-on format to reinforce the material covered. Time is reserved for a question and answer period to allow attendees to ask questions that are specific to their own payroll.

The course is geared toward those who have a good working knowledge of computers and are familiar with Easypay or payroll in general. Individuals who lack experience with either payroll or computers may find the course material somewhat overwhelming.

### Basic Topics Covered

---

**Company Setup:** A sample company is setup and many of Easypay's features are reviewed. Benefits, deductions, earnings and multi-departmental costing are all covered in detail. This builds the framework for the rest of the session.

**Employee Setup:** Various types of employees are covered: hourly, piecework, salaried, sub-contractors and commissioned.

**Payroll:** Considerable time is spent reviewing various scenarios that can occur when running payroll and the most efficient ways of dealing with certain situations.

### Advanced Topics Covered

---

- Reports: A review of the reports that are available in Easypay
- Quick Cheque: Issuing cheques on demand
- Record of Employment: A brief overview from the Easypay perspective
- Cheque reconciliation
- General ledger interfaces
- Automatic pay out of vacation pay
- Year-end procedures
- Data backup
- Correcting errors
- Data conversion from other payroll software
- Other topics may be discussed as time permits