



Cort Payroll Software and Human Resources Training Schedule 2010

NuView West Training Center

855 SW Yates Drive, Suite 201
Bend, OR 97702

Schedule for NuView Systems Payroll Software Training Courses***

Courses	RCHs	January – June 2010	July – December 2010
Cort Introduction to Payroll	TBD	Feb 22-26	July 28-30
Cort Advanced Payroll	TBD	March 8-10	Aug 18-20
CORT Payroll and Human Resources Reporting Tools	TBD	April 19-21	Sept 15-17
Computation Definitions	TBD	May 17	Oct 8
Cort Technical Training - Optimizing Your System Environment	TBD	May 3-5	Oct 20-22
Cort Human Resources	TBD	June 7-9	Nov 17-19
W-2 Balancing & Year End Training	TBD	Offered only at year-end	Dec 9-10

*****Class availability and dates subject to change**

CORT Human Resources

Who Should Attend

This three day course is designed to cover all aspects of the CORT HR System, with hands on labs to practice the functions learned. A full day is reserved for hands-on use of the Report Writer.

Prerequisites

General PC Navigation Skills.

Topics

- Employee Data Screens
- History of Changes
- Employee Self Service
- Attendance/Accruals
- Benefits
- Applicant Tracking
- Electronic Workflow
- User Security
- User Defined Data
- OSHA Recording
- Position Control
- Pay Grades
- COBRA
- Reporting Tools

Cost: \$1,500.00 per person

CORT Introduction to Payroll

Who Should Attend

This three day course is designed for the new user of the CORT Payroll System. Attendees will gain an overview of the System and knowledge of what the System can potentially do for them. On the third day, students complete a set up and implementation of a sample company. This is a full day of hands-on lab exercises.

Prerequisites

General PC navigation skills

Topics

- Payroll Main Menu
- Masterfile Changes
- Computation Definitions
- Multiple Checks
- Check Creation/Printing
- Premiums/Special Rates
- Employee Self Service
- Accruals
- Time Entries
- Deductions
- General Ledger
- Security
- Reporting Tools
- Electronic Workflow

Cost: \$1,500.00 per person

CORT Payroll Computation Definitions

Who Should Attend

If you are a veteran user of CORT Payroll, or just getting started, this is the class you have been waiting for. See what is possible using these powerful formulas throughout the system. You may be amazed at the flexibility that can be achieved. Learn basic to advanced formulas.

Prerequisites

General PC navigation skills and at least quarter hands on payroll processing experience on Cort Payroll

Cost: \$500.00 per person

CORT Payroll and Human Resources Reporting Tools

Who Should Attend

This three day course is designed for experienced users of the CORT HRMS System who want to gain a better understanding of the Reporting Tools available in both Systems -Spreadsheet, Report Writer, Employee Communications and Mail Merge. The class includes a considerable amount of hands-on time.

Prerequisites

A minimum of three months of using the Payroll or HR System is recommended prior to attending this class.

Topics

- Copying Reports
- Files & Report Types
- Computation Definitions
- Export Files
- Report Definitions
- Employee Communications
- Item names
- Report Security
- Spreadsheet
- Selection
- System Reports
- Labels

Cost: \$1,500.00 per person

W-2 Balancing and Year-end Processing -

Who Should Attend

This two day course is designed for the experienced Payroll user who reports quarterly taxes or is responsible for W2's.

Prerequisites

Payroll Pre-Install Class or at least one quarter hands on payroll processing experience on CORT Payroll.

Topics

- Spreadsheets
- Report Writer
- Preparation Tips
- Overview of W2 Process
- Group Term Life
- Once a Year Adjustments for W2's
- W2/W3 Forms
- State Reporting
- Federal Reporting
- Disk Preparation
- Proofing Data

Cost: \$700.00 per person

CORT Advanced Payroll

Who Should Attend

This three day course is designed for experienced users of the CORT Payroll System who want to have a better understanding of its capabilities. This class is also helpful to those in IS or management if they are familiar with the CORT Payroll System. Upon completion, students should be able to utilize the System to its fullest capabilities.

Prerequisites

Attendees should have previously attended the Cort Payroll or Human Resources training seminars. A minimum of three months of using the Payroll System is also recommended prior to attending this class.

Topics

- New System Features
- System Components
- Reading External Files
- Computation Definitions
- Item Names
- Third Party Checks
- General Ledger
- Entry Control
- Pre-Processing
- Accruals
- Export Files
- Mass Changes

Cost: \$1,500.00 per person

Optimizing Your System Environment

Who Should Attend

This three day class is designed for both Payroll/HR professionals and IS/IT people. Its objective is to deliver the knowledge necessary to support our system within your technical environment.

Prerequisites

Working knowledge of: Windows Server (2003 or 2000), Computer Networking, SQL Server (2005 or 2000), a 3rd party tool that the user wishes to integrate; or, the desire to be exposed to the technical support aspects of running & maintaining the CORT HRMS applications.

Topics

- New Content for MS SQL 2005
- System's components
- Environments the system can be installed in & how
- What to backup & how
- Configuration of Databases, DSNs, & Icons
- Environment optimization
- Overview of the systems tables and contents
- System rights and security
- SQL Server Basics & History
- Performance troubleshooting in your environment
- Data import & export from SQL Server
- Integration of CORT Employee Self Service
- Third Party tool integration introduction & examples
- E-mail integration with CORT HRMS functions
- Hands on labs for SQL Install, Backups, testing, etc.
- Windows Server 2003 and SQL Server 2005 will be used as a hands-on exercise in this class

Cost: \$1,500.00 per person

NuView Systems Payroll Software training your fast track to success!

Flexible Scheduling

We are happy to discuss adding courses to our regional training schedule to meet your organization's needs; or, we can discuss the possibility of our instructors conducting courses at your facility.

Customized Training

Call us at 800-244-7654 x6678 to find out how we can customize courses to meet your specific objectives.

Easy Registration Options

- **On-line:** [NuView Web](#)
- **Fax:** 978-475-1771
- **Email:** training@nuviewinc.com

Questions? Call NuView Payroll Support Training at 800-244-7654 x6678

You will receive an email confirmation once your registration is completed. If you have not received confirmation from us within 3 business days, please give us a call.

Registration Fax Form (if not enrolling on-line)

To: NuView Systems Inc Education Coordinator
978-475-1771 (fax only – DO NOT MAIL)

Name:		Company:		
Street Address:		City:	State:	Zip Code:
Business Telephone # ()	Business Fax # ()	e-mail address:		

Course	Date	Location	Attendees

Billing Information Your account with NuView will be billed upon enrollment and is payable upon receipt of invoice.

Cancellation Policy You may cancel an enrollment up to 15 days prior to the class start date and we will refund your tuition less a \$25 cancellation fee per person, per class canceled. If you must cancel less than 15 days prior to the class start date you may 1) send a substitute from your organization or 2) transfer your registration fee to another class scheduled within 12 months of your original class date. Please note, that if you do not cancel and you do not attend, you are still responsible for full payment.