

# Master Builder Payroll Class:

Class Instructor: Heather Hatzenbuehler

\* **Date:** March 25, 2010

\* **Time:** 9:00 am – 4:00 pm

\* **Location:** ERGS Training Facility, 901 NE Loop 410 Suite 340, San Antonio, TX 78209

The class will cover the following information:

- **Overview**
- **Set up and use payroll:**
  - **Employee positions**
  - **Workers' compensation codes**
  - **Payroll Calculations**
  - **Employees**
- **Basic and Advanced timecard entry**
- **Compute and review calculations**
- **Print paychecks**
- **Post payroll records**
- **Payroll Reports**
- **Daily Report**
- **Union/Certified Payroll**

Reserve your spot today by returning your RSVP form via fax 210-829-4634 and sending in your registration fee, first attendee is \$300, additional attendees are \$200 each.

Please list names of attendees and whether or not they will be joining us for our complimentary lunch.

1. \_\_\_\_\_ \$300~ Lunch Y / N

2. \_\_\_\_\_ \$200 ~ Lunch Y / N

3. \_\_\_\_\_ \$200 ~ Lunch Y / N

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Card: \_\_\_\_\_ Acct #: \_\_\_\_\_ Exp: \_\_\_\_\_



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