



**ROMAN CATHOLIC ARCHDIOCESE OF BOSTON
BENEFIT TRUSTS**

66 BROOKS DRIVE, BRAINTREE, MASSACHUSETTS 02184

March 8, 2017

Dear Pastor/Business or F&O Manager/Director:

Below is a schedule for upcoming webinars co-presented by IOIPay and the RCAB Benefits Office. Each online webinar is offered at least twice. There is no cost to locations for these webinars. Additional topics will be added later this year, including IOI Pay Basics for New Users and 401(k) Payroll Issues.

The second page of this letter contains the registration links for each session. Please sign up today!

March 22nd at 1pm	IOI Basics and System Tips
March 23rd at 1pm	Reports Training
April 7th at 1pm	Hire 'Em and Fire 'Em - How to Correctly Process New Hires and Terminations
May 5th at 1pm	Hours & Earnings-Why These Are Important and How To Review, Enter, and Change Them
May 3rd at 1pm	Oops! One Time Fixes and Other Unique Payroll Situations
May 11th at 10am	Reports Training
June 7th at 10am	IOI Basics and System Tips
June 15th at 10am	Oops! One Time Fixes and Other Unique Payroll Situations
July 20th at 10am	Hire 'Em and Fire 'Em - How to Correctly Process New Hires and Terminations
August 1st at 10am	Special IOI Training for School Payroll Administrators
August 9th at 1pm	Special IOI Training for School Payroll Administrators
August 10th at 10am	Special IOI Training for School Payroll Administrators
August 18th at 10am	Special IOI Training for School Payroll Administrators
August 23rd at 1pm	Special IOI Training for School Payroll Administrators
September 22nd at 1pm	Reports Training
September 27th at 10am	Hours & Earnings-Why These Are Important and How To Review, Enter, and Change Them
October 5th at 1pm	Hire 'Em and Fire 'Em - How to Correctly Process New Hires and Terminations
October 13th at 1pm	Hours & Earnings-Why These Are Important and How To Review, Enter, and Change Them
November 9th at 10am	Year End 2017
November 15th at 1pm	Year End 2017
December 8th at 10am	Year End 2017

As always, please contact me at cgustavson@rcab.org or (617) 746-5830 with any questions.

Sincerely,

Carol Gustavson
Director, Roman Catholic Archdiocese of Boston Benefit Trusts

IOI Basics and System Tips
March 22nd at 1pm
June 7th at 10am
Registration URL: https://attendee.gotowebinar.com/rt/4943912633994166018
Reports Training
March 23rd at 1pm
May 11th at 10am
September 22nd at 1pm
Registration URL: https://attendee.gotowebinar.com/rt/175099806887874562
Hire 'Em and Fire 'Em - How to Correctly Process New Hires and Terminations
April 7th at 1pm
July 20th at 10am
October 5th at 1pm
Registration URL: https://attendee.gotowebinar.com/rt/3803369431292930306
Hours & Earnings-Why These Are Important and How To Review, Enter, and Change Them
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Registration URL: https://attendee.gotowebinar.com/rt/5369170746269245186
Oops! One Time Fixes and Other Unique Payroll Situations
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Year End 2017
November 9th at 10am
November 15th at 1pm
December 8th at 10am
Registration URL: https://attendee.gotowebinar.com/rt/5392052682755014914