



**ROMAN CATHOLIC ARCHDIOCESE OF BOSTON
BENEFIT TRUSTS**

66 BROOKS DRIVE, BRAINTREE, MASSACHUSETTS 02184

February 14, 2018

Dear F&O/Business Manager:

Please see the schedule below for information about upcoming IOI training webinars. All webinars are offered at no cost to locations. To register, please click the link below or call IOI at (888) 697-0021. Webinars are grouped by topic on the next page.

February 27, 10am to noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher
February 28 at 1pm	Hours & Earnings-Why These Are Important and How to Review, Enter, and Change Them
March 1 at 10am	Running IOI Reports
March 9 at 10am	Hire ‘Em and Fire ‘Em
March 20, 10am to noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher
March 16 at 1pm	401(k) Plan Payroll Issues/How to Correctly Process Holiday Bonuses & Other Special Checks
April 20 at 10am	Refresher Training – IOI System Tips & Tricks
April 24, 10am to noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher
May 8, 10am to noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher
May 24 at 10am	Hours & Earnings-Why These Are Important and How to Review, Enter, and Change Them
June 7 at 10am	Oops! One Time Fixes and Other Unique Payroll Issues
June 14 at 10am	401(k) Plan Payroll Issues/How to Correctly Process Holiday Bonuses/Other Special Checks
June 19, 10am to noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher
June 22 at 1pm	Hire ‘Em and Fire ‘Em
July 11 at 1pm	Oops! One Time Fixes and Other Unique Payroll Issues
July 17, 10am to noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher
July 19 at 10am	Running IOI Reports
August 1 at 10am	Special IOI/BAS Refresher Training for School Payroll Administrators
August 9 at 1pm	Special IOI/BAS Refresher Training for School Payroll Administrators
August 17 at 10am	Special IOI/BAS Refresher Training for School Payroll Administrators
August 21, 10am to noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher
August 23 at 1pm	Special IOI/BAS Refresher Training for School Payroll Administrators
August 28 at 10am	Special IOI/BAS Refresher Training for School Payroll Administrators
September 25, 10am to noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher
October 10 at 1pm	Refresher Training – IOI System Tips & Tricks
October 19 at 1pm	Hours & Earnings-Why These Are Important and How to Review, Enter, and Change Them
October 23, 10am to noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher
November 7, 10am to noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher
November 8 at 10am	Year End 2018
November 14 at 1pm	Year End 2018
November 29 at 1pm	401(k) Plan Payroll Issues/How to Correctly Process Holiday Bonuses/Other Special Checks
December 4, 10am to noon	IOI New Administrator Training – For New Users or Those Who Want a Deep Dive Refresher
December 5 at 10am	Year End 2018
December 13 at 1pm	Year End 2018

IOI Administrator Training – 10am to noon			
Registration URL: https://attendee.gotowebinar.com/rt/6732626744372387074			
February 27	March 20	April 24	
June 19	July 17	August 21	September 25
Oct 23	November 7	December 4	
Oops! How to Handle One Time Fixes & Other Unique Payroll Issues			
Registration URL: https://attendee.gotowebinar.com/rt/5602007733623471618			
June 7 at 10am	July 11 at 1pm		
Refresher Training – IOI System Tips & Tricks			
Registration URL: https://attendee.gotowebinar.com/rt/724615934251026434			
April 20 at 10am	October 10 at 1pm		
Running IOI Reports			
Registration URL: https://attendee.gotowebinar.com/rt/7355813442321588994			
March 1 at 10am	July 19 at 10am		
401(k) Plan Payroll Issues/How to Correctly Process Holiday Bonuses/Other Special Checks			
Registration URL: https://attendee.gotowebinar.com/rt/5260716025827042050			
March 16 at 1pm	June 14 at 10am	November 29 at 1pm	
Hire ‘Em and Fire ‘Em			
Registration URL: https://attendee.gotowebinar.com/rt/613260695124883458			
March 9 at 10am	June 22 at 1pm		
Hours and Earnings – How to Review, Enter and Change Them			
Registration URL: https://attendee.gotowebinar.com/rt/1628870789608581122			
February 28 at 1pm	May 24 at 10 am	Oct 19 at 1pm	
Special IOI/BAS Refresher Training for School Payroll/Benefits Administrators			
Registration URL: https://attendee.gotowebinar.com/rt/2237075542117576962			
August 1 at 10am	August 9 at 1pm	August 17 at 10am	
August 23 at 1pm	August 28 at 10 am		
Year End 2018			
Registration URL: https://attendee.gotowebinar.com/rt/1557831343338581762			
November 8 at 10am	November 14 at 1pm	December 5 at 10am	December 13 at 1pm

As always, please feel free to contact me at (617) 746-5830 or cgustavson@rcab.org if you have questions regarding any of the information above.

Sincerely,
Carol Gustavson



Plan Administrator, Roman Catholic Archdiocese of Boston Health Benefit Trust