



Professional Computer Systems, Co.

Professional Computer Systems, Co.
3710 Timberline Drive
Denison, IA 51442
712-263-3106
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Utilit-e Insight Employee Portal Time Entry

Tuesday, March 20, 2012

Course Location:
Webinar

Course Schedule:
The class begins at **1:00 PM CST** and ends approximately at **3:00 PM CST**.

Register one of the following ways:

- Call Dana at PCS - 712-263-3106
- Fax this form to PCS at 712-263-8145 Attn: Dana
- E-mail to danai@pcsc.com
- Register online at:
<http://www.pcsc.com/productSupport/classRegistration.asp>

Class Description:

PCS recently introduced a new and exciting time entry system, allowing individual employees to enter their time through a web interface. These time “sheets” are routed through the system for approval and eventual upload into the *Insight* Payroll application. This webinar will walk through the complete process, from entry to submittal to approval to *Insight* upload. If you have been considering how to improve your time sheet system, you should attend this webinar.

Prerequisite:

No prerequisites for this webinar.

Registration fee is included with the Annual Support Agreement.

Fill out this form and fax to PCS at 712-263-8145 or send via mail – PCS - PO Box 116 – Denison, IA 51442

Please register the following person(s) for the *Utilit-e Insight* Employee Portal Time Entry webinar on Tuesday, March 20, 2012. Registration fee is included with the Annual Support Agreement.

Name: _____

Number of attendees: _____

E-mail: _____

Utility: _____

Phone: _____

Upon receiving your registration request a confirmation will be sent.



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