



Course Description

Codes Matrix (Webinar)

Workshop Objectives:

To gain a valuable understanding of payroll-system logic and the most commonly used pay codes —earnings, deduction, benefit, statutory deduction— as well as concepts relating to reversals, manuals and 2nd payments.

Note: this workshop is specific to clients with 4-digit payroll numbers using Ceridian Insync or Prism software.

Facilitation:

- This facilitator-led virtual classroom consists of a 2-hour interactive on-line learning session. You will learn via the web – while at your PC in the convenience of your own office.

Note: All times listed are in Eastern Time (EST/EDT). If you are not in this time zone, please adjust your schedule accordingly. Webinars are offered in English only.

Attend if you:

- Are new to Ceridian Insync or Prism software
- Are seeking a basic understanding of Ceridian's payroll system
- Are seeking clarification with payroll codes affecting pay
- Are seeking clarification with payroll codes affecting statutory deductions
- Are seeking clarification with payroll codes affecting non-statutory deductions & benefits
- Are seeking understanding of reversals, manuals, and 2nd payments

How you will benefit:

- You will gain a better understanding of Ceridian's payroll system
- This training will help you acquire a basic understanding of how and when to use specific pay, deduction & benefit codes and statutory deduction codes
- You will be aware of system assumptions and how to override for exceptions
- You will understand why we use reversals, manuals and 2nd payments

Once you have attended you can:

- Identify how and when to use specific pay, deduction & benefit codes and statutory deduction codes
- Use Ceridian's pay, and deduction & benefit codes more effectively and efficiently
- Identify concepts of reversals, manuals and 2nd payments
- Process your payroll with improved knowledge and confidence

Duration: 2 hours

Prerequisite:

- Keyboarding skills
- Proficient in the Windows environment
- High comfort level with the internet
- CPA Level would be an asset