



## Course Description

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### Ceridian HR/Payroll Latitude - Fundamentals - Hands-on Webinar

#### Overview:

This interactive, hands-on webinar is an excellent solution for clients in areas that are not close to a Ceridian office. Clients complete the same program/course material as those attending a hands-on workshop at one of Ceridian's facilities. The Ceridian HR/Payroll Latitude Fundamentals Webinar provides information regarding the most common human resource and payroll functions for Ceridian HR/Payroll Latitude. Provided are examples that can be used in the work environment.

#### Audience:

- This workshop is for users who are responsible for entering and maintaining system-level and employee-level human resource and payroll information.

#### After completing this workshop participants will be able to:

- Navigate through HR/Payroll.
- Understand the company-level configuration.
- Describe the human resource/payroll relationship in HR/Payroll.
- Administer human resource and payroll functions for a company.
- Maintain employee information, including hiring and terminations.
- Generate reports in the report library.

#### Facilitation:

- This facilitator-led virtual hands-on interactive learning session is facilitated over a full day with time out for breaks (lunch, etc.). In this online classroom-like setting Ceridian brings the lab to you. You observe, interact and key data in the completion of practice exercises while sitting 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.

**Duration:** 1 day

#### Prerequisites:

- Participants must have a working knowledge of human resources and payroll functions, the Internet, and the Windows environment.