



Ceridian HR/Payroll Latitude - Fundamentals Workshop

Overview:

The Ceridian HR/Payroll Latitude Fundamentals Workshop provides information regarding the most common human resource and payroll functions for Ceridian HR/Payroll Latitude. This one day, hands on workshop, provides examples that can be used in the work environment, as well as explanations of specific functions and related topics.

Workshop Objectives:

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.

Audience:

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

Prerequisites:

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

Duration: 1 Day