

Ceridian HR/Payroll Latitude — Human Resources — Workshop (Day 2)

Overview:

This one day, hands on workshop, provides instructions on how to maintain the various components of personnel file information for an organization's workforce.

Workshop Objectives:

After completing this workshop, participants will be able to:

- Review basic company-level benefit information for your organization.
- Enroll new employees in benefits and manage changes to employee enrollment elections.
- Recalculate existing employee benefit elections and generate benefit deductions.
- Manage employee attendance activity and track labour relations information.
- Record employee credentials and training information.
- Maintain an inventory of company property.
- Report health and safety issues.
- Generate benefit confirmation statements and other benefit reports.

Prerequisites:

- Participants must have completed the HPL - Payroll & HR Fundamentals (Day 1) Workshop
- Participants have a working knowledge of Human Resources functions, the Internet, and the Windows environment.

Audience:

- This workshop is primarily for users responsible for maintaining and administering benefit information and other personnel file maintenance.

Facilitation:

This facilitator-led hands-on interactive learning session is facilitated over two full days with time out for breaks (lunch, etc.) in a training lab at a Ceridian office or rented facility.

Duration: 1 Day

Price: \$395.00 plus applicable tax (or as per Ceridian quote/contract)