



Course Description

Ceridian HR/Payroll Latitude - Payroll - 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 **Payroll** Webinar provides information regarding the most common 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 company-level and employee-level payroll information

Workshop Objectives:

After completing this workshop, participants will be able to:

- Navigate through HR/Payroll.
- Begin a new payroll processing period.
- Maintain employee payroll information by attaching non-benefit deductions, EFTs and garnishments.
- Use batches to enter payroll transactions including hours, earnings, and deductions.
- Create additional payments.
- Update year-to-date values and accruals.
- Complete the payroll process. .

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 completed** the Ceridian HR/Payroll Latitude **Fundamentals** workshop or Hands-on webinar, plus have an understanding of payroll functions, the Internet, and the Windows environment.