

Ceridian HR/Payroll Latitude - Payroll Workshop

Overview:

The Ceridian HR/Payroll Latitude Payroll Workshop provides information regarding the most common 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.
- 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.

Audience:

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

Prerequisites:

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

Duration: 1 Day