



Course Description

Ceridian HR / Payroll Latitude – Power Query Software 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 our facilities. In this hands-on virtual environment, a user, sitting at his/her keyboard in his/her own office, is provided with information regarding the extraction of/how to query data from the HR/Payroll Latitude database.

Workshop Objectives:

- Describe the Ceridian HR/Payroll Latitude database structure
- Construct custom queries using templates available within the Power Query tool
- Understand the New Query feature using selected Sequel Query Language Statements
- Review required components of SQL statements within the Power Query Tool
- Maintenance of Power Query Reports

Audience:

- This workshop is designed for users who will be creating custom query requests

Once you have attended, you will be able to:

- Create custom queries using templates within Power Query including filters and date specifications
- Know how to maintain Power Query Reports, i.e., understand how to Promote, Copy, Rename and Delete queries using an Administrator Role
- Using selected SQL statements create custom queries using the New Query feature including filters and date specifications

Facilitation:

- This facilitator-led virtual hands-on interactive learning session is facilitated over one 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 need a general knowledge of the HR/Payroll Latitude software
- General understanding of database management

Note: This course is for only clients using Ceridian's HR Payroll Latitude software.