



Ceridian HR / Payroll Latitude – Power Query (Workshop)

Overview:

This 1-day, hands-on workshop provides information regarding the extraction of 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.

Prerequisite:

- Participants need a general knowledge of the HR/Payroll Latitude software.
- General understanding of database management.

Duration: 1 day

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