



## Course Description

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### Ceridian HR/Payroll Latitude - Workforce Maintenance - 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 Workforce Maintenance Webinar provides instructions on how to maintain the various components of personnel file information for an organization's workforce.

#### Audience:

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

#### 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.

#### 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 **Fundamentals** of Ceridian HR/Payroll Latitude workshop or Hands-on webinar, plus have a working knowledge of Human Resources functions, the Internet, and the Windows environment.