

### Ceridian HR/Payroll Latitude - Workforce Maintenance

#### Overview:

This one day, hands on workshop, provides instructions on how to maintain the various components of personnel file information for an organization's workforce.

#### 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.

#### Audience:

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

#### Prerequisites:

- Participants **must have completed** the **Fundamentals** of Ceridian HR/Payroll Latitude workshop plus have a working knowledge of Human Resources functions, the Internet, and the Windows environment.

**Duration:** 1 Day