



Course Description

Ceridian Insync - Human Resources Software - Hands-on Webinar (for 3- or 4-digit payrolls)

Workshop 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. **However, before participation in this webinar course, a self- study program including pre-work exercises using the Insync Tutorial and Insync Guide must be completed.** In this hands-on virtual environment, a user, sitting at his/her keyboard in his/her own office, learns how to efficiently maintain and manage a fully integrated HRMS system using Ceridian Insync Software.

Attend if you:

- Learn to navigate the system effectively to manage your jobs, positions and pay grades
- Learn to manage attendance and benefits entry and maintain plans set up
- Gain a clear understanding of how history is tracked by the system
- Gain a clear understanding of overall system administration responsibilities including security and custom defaults
- A self paced case study completes the learning

How you will benefit:

- Learn to navigate the system effectively to manage your jobs, positions and pay grades
- Gain a clear understanding of how history is tracked by the system
- Gain a clear understanding of overall system administration responsibilities including security and custom defaults
- A self-paced case study completes the learning

Once you have attended, you can:

- Manage Employee/Employer Benefits
- Manage Employee Attendance Plans
- Manage Jobs, Positions and Pay Grades
- Create Pay Ranges/Factors, Jobs & Positions
- Hire New Employees
- Assign Positions
- Manage Job Evaluation and Employment Equity Information
- Manage performance information including awards, reviews & discipline
- Manage Occupational Health & Safety
- Set up Union Defaults and enter Union/Grievance Information
- Manage Training
 - Record Education, Membership & Skills
 - Record training course information
 - Register employees for training programs
- Review the Ceridian Insync Library of reports



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Facilitation:

- This facilitator-led virtual hands-on interactive learning session is facilitated over two full days 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: 2 days

Prerequisite:

- **Completion of the self-study program and exercises**
- Basic keyboarding skills in the Windows environment
- High comfort level with the internet

Note: For Ceridian Insync clients with 3-digit or 4-digit payroll numbers