



## Course Description

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### Ceridian Insync - Payroll Software Workshop (for 3-digit payrolls)

#### Workshop Objective:

In a hands-on environment in one of Ceridian's labs/facilities, to you will learn to produce a payroll, efficiently and accurately, using all components of the Ceridian Insync Payroll Software

#### Attend if you:

- Are currently using the Ceridian Insync Payroll software but have not received formal training
- Are new to the Ceridian Insync system
- Are the backup person for your payroll department

#### How you will benefit:

- Hands-on approach helps in the understanding of effective techniques for payroll input
- Learn to process your payroll faster and more efficiently
- A self paced case study completes the learning

#### Once you have attended, you can:

- Set up system defaults, filters and sorts
- Hire, change employee information
- Process YTD adjustments and EI History updates
- Process Vac/Backpay
- Enter permanent percentage splits
- Process terminations
- Enter timecard hours/dollars
- Balance and transmit your payroll

#### Facilitation:

This facilitator-led hands-on interactive learning session is facilitated over two full days with time out for breaks (lunch, etc.) in a training lab at a Ceridian office or rented facility.

**Duration:** 2 days

#### Prerequisites:

- General knowledge of payroll legislation
- CPA Level 1 would be an asset
- Keyboarding skills in the Windows environment

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