



Course Description

Ceridian Insync - Payroll Software Hands-on Webinar (for 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 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, terminate, change employee information
- Process garnishees
- Process terminations
- Enter timecard hours
- Balance and transmit your payroll

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

Prerequisites:

- **Completion of the self-study program and exercises** as outlined in Overview above
- High comfort level with the internet
- General knowledge of payroll legislation
- Keyboarding skills in the Windows environment
- CPA Level 1 would be an asset

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