



## Course Description

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### PayFlex for Windows for 32-bit Software - Auditing Payroll Reports (Webinar/Virtual)

#### Overview:

This webinar provides information regarding the standard payroll output reports. This two-hour course reviews sample reports and provides explanations of the information contained.

#### Facilitation:

- This facilitator-led virtual classroom consists of a 2-hour interactive on-line learning session. You will learn via the web – while 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.

#### Attend if you:

- Are a user who is responsible for reviewing, balancing, or auditing standard payroll output reports as produced by Payflex for Windows for 32-bit software.

#### Once you have attended, you will be able to:

- Identify standard payroll output reports, as produced by PayFlex for Windows for 32-bit software.
- Review the configuration of company-level payroll codes.
- Identify checks and balances provided in PayFlex for Windows for 32-bit standard payroll output reports.
- Be aware of Ceridian suggestions for auditing standard payroll output reports.

**Duration:** 2 hours

#### Prerequisite:

- Participants must have a working knowledge of human resources and payroll functions, the Internet, and the Windows environment.

**Note:** For clients using PayFlex for Windows 32-bit software.