



Course Description

PayFlex for Windows Payroll Overview Hands-on Webinar – For 32-bit Software

Workshop Objective:

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. In this hands-on virtual environment, a user, sitting at his/her keyboard in his/her own office, learns how to produce a basic payroll efficiently and accurately using PayFlex 32.

Attend if you:

- Are using PayFlex 32 but have not received formal training
- Are the backup person for your payroll department

How you will benefit:

- The hands-on approach will help you to understand and utilize the techniques to effectively input your payroll
- Learn to process your payroll faster and more efficiently

Once you have attended, you can:

- Define system preferences
- Define fields and users
- Set up new employees and make changes to existing employees
- Define timecard grids and enter timecard transactions
- Make year-to-date adjustments
- Create a pay request and transmit your payroll
- Overview of Payflex 32 features and enhancements

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:

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