

### PayFlex for Windows Overview Workshop – For 32-bit

**Workshop Objective:**

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

**Duration:** 2 days

**Prerequisites:**

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