



## Course Description

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### Powerpay Web Training - (Webinar / Virtual)

**Workshop Objective:**

To gain an understanding of the day-to-day administration involved in making employee level changes on your Powerpay Payroll, in a virtual environment.

**What will be covered?**

Getting Started and Employee Changes, Payroll Entries & Balancing and Transmitting Payrolls.

**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 new to Using Powerpay Web and are responsible for the input of your company 's payroll
- Are currently using Powerpay Web but have not received formal training

**How you will benefit:**

- This training will help you to understand and utilize the techniques to effectively input your payroll
- Learn to process your payroll faster and more efficiently
- Understand the payroll terminology required to ask the right questions

**Once you have attended, you can:**

- Set Up Rapid Entry and Timesheet Defaults
- Create Payroll Cycles
- Set Up Departments and Sub-Departments
- Create Sorts and Filters
- Set Up New Hire Defaults
- Hire New Employees
- Make Changes to Existing Employees
- Update Direct Deposit Information
- Enter Permanent Rates/Factors Earnings
- Produce ROEs and Change Pay Status
- Process Multiple Entries Using the Rapid Entry Screen
- Customize an Employee's Payment using Timesheet Screen
- Reverse Year-to-Date Figures
- Enter Manual Payments
- Adjust Accruals/Accumulators
- Adjust Employee EI History
- Run Data Verification
- Process a Payroll Preview
- Submit Payroll

**Duration:** 2 hours

**Prerequisites:**

- Proficient in the Windows environment
- High comfort level with the internet
- CPA Level would be an asset