

Ceridian Times Solutions Payroll Administrator Hands-on Webinar

Objective:

In a hands-on virtual environment to develop the skills required to maintain and manage the Time Solutions system

Attend if you:

- Are currently the Payroll Administrator for the Ceridian Time Solutions software but have not received formal training
- Are new to the Ceridian Time solutions system
- Are the backup person for your Time Solutions Payroll Administrator

How you will benefit:

- Learn to navigate the system effectively
- Understand the day-to-day tasks in Time Solutions
- Administer the pay-to-pay functionality
- A self-paced case study completes the learning

Once you have attended, you can:

- Comprehend the Big Picture and Initial Setup
- Appreciate how time Solutions affects the Payroll Cycle
- Differentiate between the different types of users
- Understand the pay period process flow in Time Solutions
- Be acquainted with Refresh file, payroll processing and accruals
- Start and log in to Time Solutions
- Understand the Single Screen Interface
- Understand the 'Who', 'What' and 'When' components
- Understand the Employee, Supervisor and Payroll Administrator functionality
 - Recording and Approving Time (absences, schedules, reports)
 - Understand Start of Day
 - Run and Submit Payroll
- Perform Holiday Maintenance

Facilitation:

This facilitator-led virtual classroom consists of a 4-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. Webinar is offered in English only.

Duration: 4 hours

Prerequisite:

- Basic keyboarding skills in the windows environment **Note:** For Ceridian Time Solutions clients only