

### HR/Payroll Latitude Year-End Hands-on Webinar

#### Overview

This interactive, hands-on webinar is an excellent solution for clients in areas that are not close to a Ceridian office and who are processing year-end with Ceridian for the first time. 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 what information is required and how to update/adjust and submit year-end information to ensure complete and accurate T4s and year-end reports. **Note:** *This training covers product only, no legislation.*

#### Attend if you:

- Are not within reasonable distance of a Ceridian Office and require year-end training
- Are currently using Ceridian HR/Payroll Latitude software and will be responsible for year-end processing
- Provide input to your payroll department for year-end preparation

#### Once you have attended, you can:

- Verify that employee and company information is correct
- Understand and interpret year-end reports
- Adjust information including incorrectly input manuals and/or reversals
- Process and submit accurate year-to-date adjustments
- Allocate earnings, taxable benefits and other required information to the correct boxes on the tax forms
- Process special year-end runs
- Request necessary tax forms and close out the year

#### Facilitation:

- This facilitator-led virtual hands-on interactive learning session is facilitated over a full day 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 in English only.

#### Duration: 1 day

#### Prerequisites:

- Current user of Ceridian HR/Payroll Latitude and familiar with company specific payroll options
- High comfort level using the internet
- Keyboarding skills in the Windows™ environment