



Course Description

HR/Payroll Latitude Year-End Hands-on Workshop

This 1-day hands-on workshop is intended for users who are new to Ceridian and/or HR/Payroll Latitude software and have not previously processed a Year End using HPL software.

Overview

The hands-on approach strengthens the users understanding of how to effectively complete the year-end process using HR/Payroll Latitude, resulting in accurate year-end reports and tax forms. **Note:** Legislation updates are not included

Topics include:

- How to interpret year-end output reports
- How to verify and correct year-end information
- How to input year-end information using HR/Payroll Latitude
- How to process Ceridian Latitude year-end
- Review of Ceridian Latitude year-end processes

Attend if you:

- 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

Duration: 1 day

Prerequisites:

- Current user of Ceridian HR/Payroll Latitude- familiar with company specific payroll options
- Keyboarding skills in the Windows™ environment
- General knowledge of payroll legislation. *CPA (PCP) Payroll Fundamentals 1 is an asset

Note: For Ceridian **HR/Payroll Latitude** clients