

### HR/Payroll Latitude Year-End Webinar

- Recommended for users who *have previously processed year-end using Ceridian HR/Payroll Latitude*

#### Overview

This facilitator-led virtual training consists of a 2-hour demo/lecture style learning session that focuses on processing year-end using Ceridian HR/Payroll Latitude software and provides a review of Ceridian HR/Payroll latitude year-end processes. **Note: Legislation is not included.**

#### Attend if you:

- Provide input to your payroll department for year-end preparation
- Will be required to understand year-end output reports and process year-end adjustments using Ceridian HR/Payroll Latitude software

#### How you will benefit:

- Production of accurate and timely tax forms

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

- Verify that employee and company information is correct
- Complete mandatory year-end setups
- Archive terminated employees
- Manage year-end processing
- Flag year-end New Hires
- Process Suffix Runs
- Process accurate year-to-date adjustments
- Take necessary steps to requesting T4's

#### Facilitation:

You will learn via the web -while at your PC in the convenience of your own office. It is interactive in that participants can verbally communicate with the facilitator—ask questions, etc. using the telephone.

**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: 2-Hrs

#### 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