



### Ceridian Insync Year-End Hands-on Webinar (for 4-digit payrolls)

#### Overview

- **This 1-day hands-on webinar is intended for users who are new to Ceridian and/or Insync software, and *have not previously processed year-end using Ceridian Insync software*.** This hands-on approach strengthens the users understanding of the year end process using Insync, resulting in accurate year end reports and tax forms. **Note:** This training covers product only, no legislation. . \*Webinar is in English only.

#### 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.

#### Topics include:

- How to interpret year-end output reports
- How to verify and correct year-end information
- How to input year-end information using Ceridian Insync software
- How to run Ceridian Insync year-end
- Review of Ceridian Insync year-end processes

#### Attend if you:

- Are not within reasonable distance of a Ceridian Office and require year-end training
- Are new to the software and/or Ceridian this year and responsible for processing payroll
- Will be required to understand year-end output reports and process year-end adjustments using Ceridian's Insync software.

#### Duration: 1 day

#### Prerequisites:

- Current user of Ceridian Insync who is familiar with company specific payroll options
- High comfort level with the internet
- Keyboarding skills in the Windows™ environment
- General knowledge of payroll legislation
- CPA (PCP) Payroll Fundamentals 1 is an asset

**Note:** For Ceridian Insync clients with **4-digit** payroll numbers