

### Ceridian Insync Year-End Hands-On Workshop (for 4-digit payrolls)

#### Overview

This 1-day hands-on workshop is intended for users who are new to Ceridian and/or Ceridian Insync software, and have not previously processed year end using Insync software. The hands-on approach strengthens the users understanding of how to effectively complete the year end process using Insync, 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 Ceridian Insync software
- How to run Ceridian Insync year-end
- Review of Ceridian Insync year-end processes

#### Attend if you:

- Are responsible for processing payroll
- Will be required to understand year-end output reports and process year-end adjustments using Ceridian's Insync software.

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

- Verify that employee and company information is correct
- Adjust information including incorrectly input manuals or reversals
- Process 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
- Successfully complete the Year End Process in Ceridian Insync
- Evaluate legislative changes that affect payroll / tax forms processing

**Duration:** 1 day

#### Prerequisites:

- Current user of Ceridian Insync who is 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 Insync clients with **4-digit** payroll numbers