

### Ceridian Insync Year-End Seminar (for 4-digit payrolls)

**Workshop Objective:**

Update legislative and year-end processing information

**Attend if you:**

- Are currently using Ceridian Insync payroll software and will be responsible for year-end processing
- Provide input to your payroll department for year-end preparation

**How you will benefit:**

- Produce accurate and timely tax forms

**Once you have attended, you can:**

- Verify that employee and company information is correct
- Evaluate legislative changes affecting payroll and/or tax forms processing
- 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

**Facilitation:**

This facilitator-led seminar is located at a rented facility and includes legislation updates along with year-end Ceridian Insync specific processes.

**Duration:** Full day

**Prerequisites:**

- Current user of Ceridian Insync who is familiar with company specific payroll options
- General knowledge of payroll legislation
- CPA (PCP) Payroll Fundamentals 1 is an asset

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