



### Ceridian Insync Year-End Webinar (for 3-digit payrolls)

#### Overview

This facilitator led virtual training in demo/lecture format reviews how to process year-end using Ceridian Insync software. [It is intended for users who have previously processed year end with Ceridian Insync.](#) **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 product software
- 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.

#### Facilitation:

- Web based training that is interactive in that participants can verbally communicate with the facilitator – ask questions, etc. using the telephone.
- Attendees learn via the web from their own PC in the convenience of their 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. \*Webinar is in English only.

#### Webinar Requirements:

- Computer with high speed internet access
- Telephone for audio

**Duration:** 2 hours

#### Prerequisites:

- High comfort level with the internet
- Current User familiar with Ceridian Insync Payroll software and company specific payroll options
- General knowledge of payroll legislation
- CPA (PCP) Payroll Fundamentals 1 is an asset

**Note:** For Ceridian **Insync** clients with **3-digit** payroll numbers