



### 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 2.5-hours 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.

#### 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 year-end documents

#### Facilitation:

You will learn via the web while at your PC in the convenience of your own office. This training is interactive in that participants can verbally communicate with the facilitator, for example to ask questions, using the telephone.

#### Duration: 2.5 hours

#### Prerequisites:

- Current user of Ceridian HR/Payroll Latitude and familiar with company specific payroll options
- Good comfort level using the internet
- Keyboarding skills in the Windows™ environment