

Insync Year-End Webinar

Overview

This 2.5-hours virtual online learning is facilitator led training in demo/lecture format that **is intended for users who have previously processed a year-end with Ceridian Insync and do not require hands on training.**

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, for example to ask questions, using the telephone.
- Attendees learn via the web from their own PC in the convenience of their own office.

Webinar Requirements:

- Computer with high speed internet access
- Telephone for audio

Duration: 2.5 hours

Prerequisites:

- Current User who has previously processed at least one year-end using Ceridian Insync and is familiar with company specific payroll options
- Good comfort level with the internet
- General knowledge of payroll legislation
- CPA (PCP) Payroll Fundamentals 1 is an asset