



Payflex32 Year-End Webinar

Overview:

- Review legislative and year-end processing information using Payflex.

Topics Include:

- YE procedures in the current year: Special Payroll runs, Balancing, Verifying Information, Adjustments, Last Pay of the Year and Creating the YE Directory
- YE procedures in the upcoming year: First Pay of the Year, YE Adjustments and Requesting tax forms

Attend if you:

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

Facilitation:

- This facilitator-led virtual classroom consists of a 2.5-hour interactive on-line learning session. You will learn via the web while at your PC in the convenience of your own office.

Webinar Requirements:

- Computer with high speed internet access
- Telephone for audio

Duration: 2.5 hours

Prerequisites:

- Current user of Ceridian Payflex and 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