

Powerpay Self Service Webinar

Overview:

This **one-hour webinar** provides an overview of Powerpay Self Service

Prerequisites:

- Have attended the Powerpay and Powerpay Plus Payroll Processing webinar, or have working knowledge of the Powerpay and Powerpay Plus application

Webinar Requirements:

- Computer with high speed internet access
- Telephone for audio

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 computer in the convenience of their own office

Note: All times listed are in **Eastern Time (EST/EDT)**. Please adjust to your local time.

Attend if you are:

- Using Powerpay Self Service and are responsible setting up and maintaining Self Service

How you will benefit:

- Topics covered:
 - Create company level setup
 - Add users
 - Maintain user information
 - View/Edit employee information in Self Service
 - View Earning Statements and Tax Forms
 - Setup the Employment Verification Letter
 - Complete or Reject a request for an Employment Verification Letter

Duration: 1 hour

Price: \$125.00 plus applicable tax (or as per Ceridian quote/contract)