

HR/Payroll Latitude (HPL) Fundamentals Hands-on Virtual Classroom

Overview:

Virtual classroom training is an interactive hands-on learning solution where Ceridian brings the lab to you. The Ceridian HPL **Fundamentals** course introduces the most common human resource and payroll functions for Ceridian HR/Payroll Latitude, and is a prerequisite to the HPL Payroll/Benefits and the HPL Power Query courses. Examples included can be used in the work environment.

Prerequisites:

- Participants must have a working knowledge of human resources and payroll functions, the Internet, and Windows environment.

Note: Canadian Payroll Association (CPA) designation or education is **an asset**.

Audience:

- This session is designed for users who are responsible for entering and maintaining system-level and employee-level human resource and payroll information.

After completing this course, participants will be able to:

- Navigate through HR/Payroll
- Understand the company-level configuration
- Describe the human resource/payroll relationship in HR/Payroll
- Administer human resource and payroll functions for a company
- Maintain employee information, including hiring and terminations
- Generate reports in the report library

Facilitation:

- This instructor-led learning session is facilitated over one full day with time out for breaks (lunch, etc.). Registered participants observe, interact, enter data and complete practice exercises while sitting at 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.

Duration: 1 day

Price: \$395.00 plus applicable tax (or as per Ceridian quote/contract)