

HR/Payroll Latitude (HPL) Payroll/Benefits 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 **Payroll/Benefits** course introduces participants to common payroll and benefit functions within the software. Examples included in this training can be used in the work environment.

Prerequisites:

- Participants must have completed the HPL **Fundamentals** session and have a good understanding of their benefits and payroll setup.
- Proficient in the Windows environment and a strong comfort level with the internet.

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

Audience:

- This virtual classroom training is for participants who are responsible for entering and maintaining company-level and employee-level payroll and benefit information.

Objectives:

After completing this course, participants will be able to:

- Navigate through HR/Payroll
- Begin a new payroll processing period
- Maintain employee payroll information by attaching non-benefit deductions, EFTs and garnishments
- Enroll new employees in benefits and manage changes to employee enrollment elections
- Recalculate existing employee benefit elections and generate benefit deductions
- Use batches to enter payroll transactions including hours, earnings, and deductions
- Create additional payments
- Update year-to-date values and accruals
- Complete the payroll process

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: \$425.00 plus applicable tax (or as per Ceridian quote/contract)