

HR/Payroll Latitude (HPL) Power Query 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 **Power Query** course explains to current users how to extract data from the HR/Payroll Latitude database.

Note: This course is for clients using Ceridian's HR Payroll Latitude software. Examples included in this training can be used in the work environment.

Prerequisites:

- Participants:
 - must have **completed** the **HPL Fundamentals** training
 - must be familiar with the payroll and HR screens and functions
 - must have a general understanding of database management, the internet, and Windows environment

Objectives:

- Describe the Ceridian HR/Payroll Latitude database structure
- Construct custom queries using templates available within the Power Query tool
- Understand the New Query feature using selected Sequel Query Language Statements
- Review required components of SQL statements within the Power Query Tool
- Maintenance of Power Query Reports

Audience:

- This training is designed for users who will be creating custom query requests

After completing this course, participants will be able to:

- Create custom queries using templates within Power Query including filters and date specifications.
- Know how to maintain Power Query reports, i.e., understand how to Promote, Copy, Rename and Delete queries using an Administrator Role.
- Using selected SQL statements create custom queries using the New Query feature including filters and date specifications.

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)