

Insync Human Resources Hands-on Virtual Classroom (4-digit payrolls)

Overview:

Virtual classroom training is an interactive hands-on learning solution where Ceridian brings the lab to you. The Ceridian **Insync Human Resources** course introduces participants to the basics of how to efficiently maintain and manage a fully integrated HRMS system using Ceridian Insync.

[Note: Applicable only to Insync clients with 4-digit payroll numbers](#)

Prerequisite:

- Basic keyboarding skills in the Windows environment
- High comfort level with the internet

Attend if you:

- Are currently using the Ceridian Insync HR software and have not received formal training
- Are new to the Ceridian Insync system
- Are the backup person for your HR department

How you will benefit:

- Understand the advantage of using Ceridian on the Web to access additional information
- Gain an understanding of the Attendance module and entering employee level changes
- Learn to navigate the system effectively to manage jobs, positions and pay grades
- Review Benefit Model Types and common day to day employee level entries
- Gain a clear understanding of how history is tracked by the system
- A self-paced case study completes the learning

After completing this course, participants will be able to:

- Manage Attendance
- Manage Jobs, Positions & Pay Grades
- Assign Positions
- Manage Employee/Employer Benefits
- Hire New Employees
- Review the Ceridian Insync Library of reports

Facilitation:

- This instructor-led learning session is facilitated over two consecutive half days. Registered attendees 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: 8 hours over two consecutive half days

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