

Insync Payroll Processing Videos (for 4-digit payrolls)

Note: Users must be Registered for [MyCeridian](#) to Sign In and access the videos and training guide.

Ceridian Insync Payroll Processing is available in a series of eight self-learning videos. The Payroll Processing Training Guide is also available and can be downloaded to provide additional context and detail.

Self-learning videos of varied length cover the payroll-to-payroll process. Learners are able to watch the videos at their own pace and as often as they wish.

Video	Topic	Minutes
Video 1	Introduction to Ceridian Insync	8.32
Video 2	Setup Insync Transaction (Pay) Files	7.58
Video 3	Hire New Employee	15.04
Video 4	Employee Changes	11.41
Video 5	Garnishee/ROE/Create Open Batches	16.09
Video 6	Enter Payroll Data	35.32
Video 7	Audit/Balance Prepare Payroll Data	23.35
Video 8	Send Payroll File, Receive and View Register	13.52

Register and/or Sign In to MyCeridian-Portal if you are:

- New to or currently using Ceridian Insync and are responsible for the input of your company's payroll

How you will benefit:

- Learn to process your payroll faster and more efficiently

Cost: No charge

Note: Applicable only to Insync customers with 4-digit payroll numbers.