

Payflex Payroll Overview Hands-on Virtual Classroom

Overview:

Virtual classroom training is an interactive hands-on learning solution where Ceridian brings the lab to you. The Ceridian **Payflex Payroll** overview course introduces participants to the basics of processing payroll efficiently and accurately using Payflex software.

Prerequisites:

- General knowledge of payroll legislation
- Basic keyboarding skills in the Windows environment

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

Attend if you:

- Are using Payflex but have not received formal training
- Are the backup person for your payroll department

How you will benefit:

- The hands-on approach will help you to understand and utilize the techniques to effectively input your payroll
- Learn to process your payroll faster and more efficiently

After completing this course, participants can:

- Define fields and filters
- Set up new employees and make changes to existing employees
- Define timecard grids and enter timecard transactions
- Enter timecard adjustments
- Make year-to-date adjustments
- Create a pay request and transmit your payroll
- Overview of Payflex features and enhancements

Facilitation:

- This instructor-led virtual hands-on interactive learning session is facilitated either in one full day or over two half days with time out for breaks. 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: 2 consecutive half-day virtual-classroom sessions or one full day session.

Price: **\$425.00 total plus applicable tax** for the two sessions (or as per Ceridian quote/contract)