

# CERIDIAN

## Course Description

### Powerpay Payroll Processing

This two-hour webinar is designed for customers who use Ceridian's Powerpay application to process their company payroll. The session will allow participants to understand the essentials of managing payroll.

#### Facilitation:

- Interactive webinar training with product demonstration
- Computer with high-speed internet
- VoIP or telephone for audio

#### Attend if you are:

- New to using Powerpay and are responsible for the input of your company's payroll.
- Currently using Powerpay and have not received formal training.

#### Once you have attended, you can confidently:

- Create and access a pay period
- Add new employees
- Enter direct deposits
- Update statutory deductions
- Enter deductions and contributions
- Make changes to existing employees
- Use the Rapid Entry screen to process multiple employees' payments
- Use the Timesheet screen to modify a specific employee's payment
- Change an employee's status and produce a Record of Employment
- Verify data, preview and submit payroll

**Duration:** Approximately 2 hours

**Price:** \$150.00 plus applicable tax (or as per Ceridian quote/contract)