

### Powerpay & Powerpay Plus Payroll Processing Webinar

#### Overview:

This webinar is designed for Powerpay and Powerpay Plus Customers. Participants will gain an understanding of the day-to-day administration of the product.

#### Prerequisites:

- Proficient in the Windows environment
- Working knowledge of the internet

#### Webinar Requirements:

- Computer with high speed internet access
- Telephone for audio

Note: Canadian Payroll Association (CPA) training is an asset.

#### Facilitation:

- Web based training that is interactive in that participants can verbally communicate with the facilitator, ask questions, etc. using the telephone
- Attendees learn via the web from 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.

#### Attend if you are:

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

#### How you will benefit:

- Learn to process your payroll faster and more efficiently
- Learn techniques to input your payroll effectively
- Understand the payroll terminology required to ask the right questions

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

- Create and access a Pay Period
- Set Up Departments and Sub-Departments
- Hire New Employees
- Make Changes to Existing Employees
- Update Direct Deposit Information
- Add/Edit Deductions and Contributions
- Set up and maintain Garnishments
- Update Statutory Deductions
- Produce ROEs and Change Pay Status
- Process Multiple Entries Using the Rapid Entry Screen
- Customize an Employee's Payment using Timesheet Screen
- Reverse Year-to-Date Figures
- Enter Manual Payments
- Balance and Transmit payroll

**Duration:** 3 hours

**Price:** \$225.00 plus applicable tax (or as per Ceridian quote/contract)