

### HR/Payroll Latitude (HPL)Year-End Webinar

#### Overview

This facilitator led, three-hour webinar provides a review of the steps required to successfully process year end using Ceridian HR/Payroll Latitude. **Note:** Legislation is not included.

#### Prerequisites:

- Current user of Ceridian HR/Payroll Latitude and familiar with company specific payroll options
- High comfort level using the internet

#### Attend if you:

- Provide input to your payroll department for year-end preparation
- Will be required to understand year-end output reports and process year-end adjustments using Ceridian HR/Payroll Latitude software

#### How you will benefit:

- Production of accurate and timely tax forms

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

- Verify that employee and company information is correct
- Complete mandatory year-end setups
- Archive terminated employees
- Manage year-end processing
- Flag year-end New Hires
- Process Suffix Runs
- Process accurate year-to-date adjustments
- Request Tax Forms

#### 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.

**Duration:** approximately 3 hours

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