

Insync Year-End Hands-on Virtual Classroom (for 4-digit payrolls)

Overview

The hands-on year-end virtual classroom session **is designed for the current payroll user who:**

- is familiar with the software
- knows how to set up transaction files and batches
- processes the edit and sends payroll on a regular basis

This training strengthens the user's understanding of the year-end process using Insync, resulting in accurate year-end reports and tax forms. **Note:** This training covers product only, no legislation.

Prerequisites:

- Current user of Ceridian Insync who is familiar with company specific payroll processing
- Completed the Ceridian Insync Payroll Processing virtual classroom training
- Processed *at least one* payroll period
- High comfort level with the internet and strong keyboarding skills in the Windows™ environment
- General knowledge of payroll legislation
- CPA (PCP) or Learning Payroll 1 and 2 Seminars is an asset

Topics include:

- How to interpret year-end output reports
- How to verify and correct year-end information
- How to input year-end information using Ceridian Insync software
- How to run Ceridian Insync year-end
- Review of Ceridian Insync year-end processes

Attend if you:

- Are responsible for processing payroll and/or are new to Ceridian Insync
- Are required to understand year-end output reports and process year-end adjustments using Ceridian's Insync software

Facilitation:

- This facilitator-led learning session is facilitated over one full day with time out for breaks (lunch, etc.). 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: 1 day

Price: \$395.00 plus applicable tax (or as per Ceridian quote/contract)

Note: For Ceridian Insync clients with **4-digit** payroll numbers only