

Insync Year-End Seminar - Ceridian and the Canadian Payroll Association (CPA) (for 4-digit payrolls) (Specific to Ontario and Quebec)

Overview

Year-end seminars are facilitator-led training in lecture/demo format. Topics include legislation updates and Ceridian Insync year-end processes. [Year-End Seminars are available only in Ontario and Quebec.](#)

Prerequisites:

- Current user of Ceridian Insync who is familiar with company specific payroll processing
- Completed the Ceridian Insync Payroll Processing training
- General knowledge of payroll legislation
- CPA (PCP) or Learning Payroll 1 and 2 Seminars is an asset

Attend if you are:

- Responsible for processing payroll.
- Required to understand year-end output reports and process year-end adjustments using Ceridian's Insync software.

How you will benefit:

- Produce accurate and timely tax forms

Once you have attended, you can:

- Verify that employee and company information is correct
- Evaluate legislative changes affecting payroll and/or tax forms processing
- Adjust information including incorrectly input manuals or reversals
- Process accurate year-to-date adjustments
- Allocate earnings, taxable benefits and other required information to the correct boxes on the tax forms
- Process special year-end runs

Facilitation:

- This facilitator-led seminar is [delivered at a rented facility](#). The legislation component is presented by CPA facilitator.

Note: All times listed are in **Eastern Time (EST/EDT)**.

Duration: full day

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

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