

Insync Year-End Webinar (for 4-digit payrolls)

Overview

The **Insync Year end webinar** is approximately three hours (3 hrs.) and is designed for backup or new and occasional users *who have not processed payroll* in the software. This course is beneficial as a refresher for experienced Insync users.

- This year end webinar is a facilitator led review of the screens and steps required to successfully complete the year-end process in the Insync software
- The webinar **includes the same content** as the hands-on session

New or occasional users can focus on learning the Insync year end process without having to enter data in the software. **Note:** [Legislation updates are not included.](#)

Prerequisites:

- High comfort level with the internet
- 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 product software
- Review of Ceridian Insync year-end processes

Attend if you:

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

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.

Webinar Requirements:

- Computer with high speed internet access
- Telephone for audio

Duration: approximately three (3) hours

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

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