

Payflex Year-End Webinar

Overview

This three (3) hour online learning session is facilitator-led training in demo/lecture format. **Note:** Legislation updates are not included.

Prerequisites:

- Current user of Ceridian **Payflex** and familiar with company specific payroll options
- 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:

- YE procedures in the *current* year, Special Payroll runs, Balancing, Verifying Information, Adjustments, Last Pay of the Year and Creating the YE Directory
- YE procedures in the *upcoming* year, First Pay of the Year, YE Adjustments and Requesting tax forms

Attend if you:

- Are currently using Ceridian Payflex payroll software and are responsible for year-end processing
- Provide input to your payroll department for year-end preparation

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 **Payflex** clients