Insync Payroll Processing Webinar (for 4-digit payrolls)

Overview:
This webinar is designed for Ceridian Insync customers. Participants will gain an understanding of day-to-day payroll administration using the software.

Prerequisites:  
• General knowledge of payroll legislation  
• Proficient in the Windows environment

Webinar Requirements:  
• Computer with high speed internet access  
• Telephone for audio

Note: Applicable only to Insync customers with 4-digit payroll numbers. Canadian Payroll Association (CPA) education is an asset.

Attend if you are:  
• New to using Ceridian Insync and are responsible for the input of your company’s payroll  
• Currently using Ceridian Insync but have not received formal training

How you will benefit:  
• Learn to process your payroll faster and more efficiently  
• Learn techniques to input your payroll effectively

After completing this course, you will be able to:  
• Hire, terminate, change employee information  
• Process garnishees  
• Process terminations  
• Enter timecard hours and salary adjustments  
• Balance and transmit your 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.

Duration: 6 hours over 2 consecutive days. (3 hrs. per day)

Price: $425.00 plus applicable tax (or as per Ceridian quote/contract)