Powerpay & Powerpay Plus Payroll Processing Webinar

Overview:
This webinar is designed for Powerpay and Powerpay Plus Customers. Participants will gain an understanding of the day-to-day administration of the product.

Prerequisites:
- Proficient in the Windows environment
- Working knowledge of the internet

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

Note: Canadian Payroll Association (CPA) training is an asset.

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.

Attend if you are:
- New to using Powerpay and are responsible for the input of your company’s payroll
- Currently using Powerpay 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
- Understand the payroll terminology required to ask the right questions

Once you have attended, you can:
- Create and access a Pay Period
- Set Up Departments and Sub-Departments
- Hire New Employees
- Make Changes to Existing Employees
- Update Direct Deposit Information
- Add/Edit Deductions and Contributions
- Set up and maintain Garnishments
- Update Statutory Deductions
- Produce ROEs and Change Pay Status
- Process Multiple Entries Using the Rapid Entry Screen
- Customize an Employee’s Payment using Timesheet Screen
- Reverse Year-to-Date Figures
- Enter Manual Payments
- Balance and Transmit payroll

Duration: 3 hours
Price: $150.00 plus applicable tax (or as per Ceridian quote/contract)