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

Overview
The Insync Year end webinar is approximately three hours (3 hrs.) and is designed to review Ceridian Insync year end procedures and processes.

- 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
  
  **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 the 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)

*For Ceridian Insync clients with 4-digit payroll numbers