

Dayforce Ceridian Payroll Module – Foundational Level Training

COURSE CONTENT

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About Multisoft

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About Course

Dayforce Ceridian Payroll Module – Foundational Level Training by Multisoft Systems is designed to help professionals build a strong understanding of payroll processing within the Dayforce HCM platform. The course introduces the essential concepts of payroll configuration, employee pay management, compliance requirements, and payroll reporting, enabling learners to manage payroll operations efficiently in modern organizations.

Module 1: Introduction to Dayforce Payroll

- ✓ Overview of Dayforce Ceridian payroll system
- ✓ Key payroll concepts: pay periods, earnings, deductions, and taxes
- ✓ Understanding payroll roles and responsibilities in the system
- ✓ Navigation of Dayforce user interface
- ✓ Understanding payroll modules and integration with HR & Time Management

Module 2: Payroll Setup and Configuration

- ✓ Configuring employee pay profiles and pay types
- ✓ Defining payroll calendars and pay cycles
- ✓ Setting up earnings, deductions, and benefit contributions
- ✓ Configuring tax authorities, tax types, and jurisdictional requirements
- ✓ Introduction to payroll processing rules and workflows

Module 3: Employee Data Management

- ✓ Adding and updating employee payroll information
- ✓ Managing personal, employment, and compensation details
- ✓ Understanding direct deposit setup and banking information
- ✓ Handling multiple pay rates and variable compensation

Module 4: Payroll Calculations and Processing

- ✓ Overview of gross-to-net calculation logic
- ✓ Managing overtime, bonuses, and special pay scenarios
- ✓ Understanding statutory deductions (taxes, social security, etc.)
- ✓ Processing off-cycle payroll and corrections
- ✓ Introduction to payroll validation and reconciliation

Module 5: Payroll Reporting

- ✓ Generating standard payroll reports (payroll registers, tax summaries)

- ✓ Customizing payroll reports for business requirements
- ✓ Understanding compliance reporting obligations
- ✓ Using dashboards to monitor payroll metrics

Module 6: Payroll Compliance

- ✓ Overview of federal, state, and local payroll regulations
- ✓ Handling tax filing and remittance through Dayforce
- ✓ Understanding year-end payroll processes (W-2, tax forms, etc.)
- ✓ Ensuring audit readiness and internal controls

Module 7: Hands-On Payroll Exercises

- ✓ Processing a full payroll cycle in Dayforce
- ✓ Running off-cycle and corrective payrolls
- ✓ Performing reconciliations and resolving discrepancies
- ✓ Scenario-based exercises for practical understanding

Module 8: Payroll Best Practices

- ✓ Payroll checklist and workflows for accuracy
- ✓ Common errors and troubleshooting techniques
- ✓ Integration with HR, Time & Attendance, and benefits modules
- ✓ Data security and confidentiality considerations

Module 9: Capstone Practical Assignment

- ✓ End-to-end payroll processing simulation
- ✓ Payroll reporting, reconciliation, and compliance submission
- ✓ Evaluating accuracy and generating management reports
- ✓ Group discussion and review of best practices