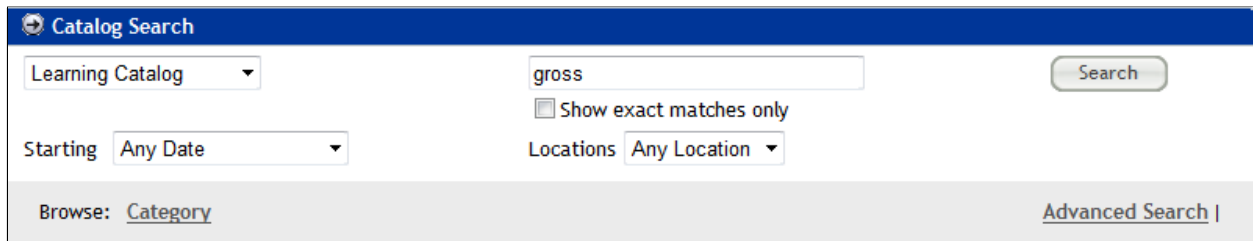



Registering for and Completing the **Back to the Basics-Completing Gross Adjustments** Training in the Duke LMS

1. Log into the Duke LMS (<https://lms.duhs.duke.edu/Saba/Web/Cloud>).
2. At the Duke LMS Home screen, in the Catalog Search field, type “**gross**”.
3. Next, in the Starting field, click the drop down and select “Any Date”.
4. Click **Search**.



5. Scroll through the results to find the **Back to the Basics-Completing Gross Adjustments** course. Select the offering for the desired date.



6. Click **Register**.

7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.

Registration Confirmation

[Printer Friendly Version](#)

Order Contact

KRISTIN BUREL

Billed To

DISBURSEMENT SERVICES TRAINING

Order Status


Confirmed

Order Number

00333848


Order Items

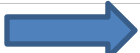
Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Back to the Basics - Completing Gross Adjustments	KRISTIN BUREL	Instructor-Led	Confirmed	03/11/2014	Tue (9A-10A)	Broad Street-Training Room 03		Notes



Go to In-Progress Learning

8. Click the **View Details** button.

 **Back to the Basics - Completing Gross Adjustments** (00042500)
Session Information: 03/11/2014 - 03/11/2014 - Tue (9A-10A)(01:00 hours)
Location: [Broad Street-Training Room 03](#)
Status: **Confirmed** (Registration Date: 01/02/2014)



View Details

[more actions](#)

9. Read the course description. Note the no show fee policy statement.

Back to the Basics - Completing Gross Adjustments (00042500)

TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

Drop
Back

Delivery Type
Instructor-Led

Description

This interactive session is designed to educate Department Payroll Representatives of the most appropriate methods for completing gross adjustments for biweekly employees. The session will help participants understand the types of situations where gross adjustments should be used and how to complete the form to adjust hours, modify time away from work, and pay paid parental leave for eligible employees. Case study analysis will allow participants to practice learnings.

Financial Services charges a \$100 no show fee for participants who cancel with less than 48 hours notice or do not show up for class. The fee will be charged to the participant's default cost center.

Go to In-Progress Learning
View Confirmation

Main
Learning Assignments
Associated Learning

Completion Status
Not Evaluated

Score
0

Learning Assignments
Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		View All Sessions

10. Click the View All Sessions button.

Session Detail
Print | Export | Modify Table

Session Name	Date	Start	End	Instructor and Room
Session 1	03/11/2014	9:00 AM	10:00 AM	None Assigned

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

Close

11. Note the start and end time and Instructor.