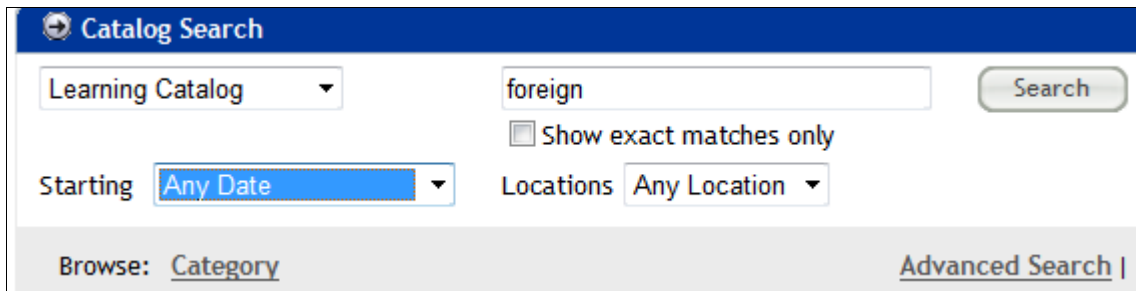

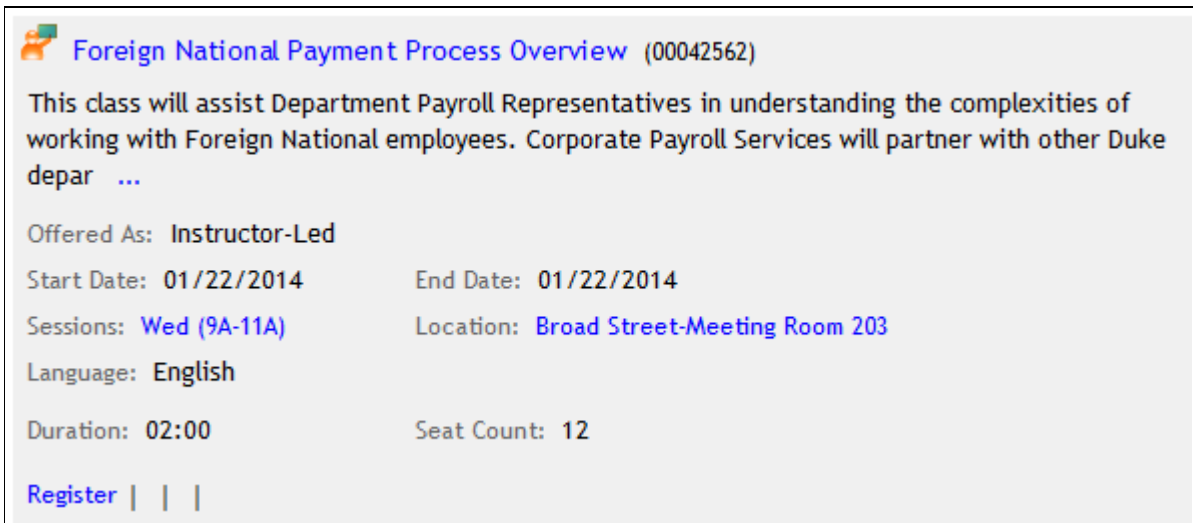



Registering for and Completing the Foreign National Payment Process Overview Training in the Duke LMS

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 **"foreign"**.
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 **Foreign National Payment Process Overview** 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

00333870



Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Foreign National Payment Process Overview	KRISTIN BUREL	Instructor-Led	Confirmed	01/22/2014	Wed (9A-11A)	Broad Street-Meeting Room 203		Notes



Go to In-Progress Learning

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

 **Foreign National Payment Process Overview** (00042562) 

View Details [more actions](#)

Session Information: 01/22/2014 - 01/22/2014 - Wed (9A-11A)(02:00 hours)

Location: [Broad Street-Meeting Room 203](#)

Status: Confirmed (Registration Date: 01/02/2014)

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

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

DropBack

Delivery TypeInstructor-Led

Description

This class will assist Department Payroll Representatives in understanding the complexities of working with Foreign National employees. Corporate Payroll Services will partner with other Duke departments to provide a comprehensive overview of a variety of different transactions that impact foreign national employees including hiring, acquiring social security numbers, and tax requirements.

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 LearningView Confirmation

MainLearning AssignmentsAssociated Learning

Completion StatusNot Evaluated

Score0

Learning Assignments

PrintExportModify Table

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

- Click the View All Sessions button.

Session Detail: Foreign National Payment Process Overview

Session Detail

PrintExportModify Table

Session Name	Date	Start	End	Instructor and Room
Session 1	01/22/2014	9:00 AM	11:00 AM	None Assigned

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

Close

- Note the start and end time and Instructor.