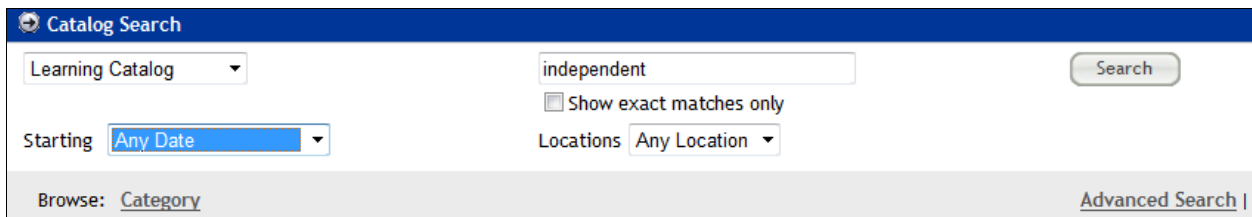

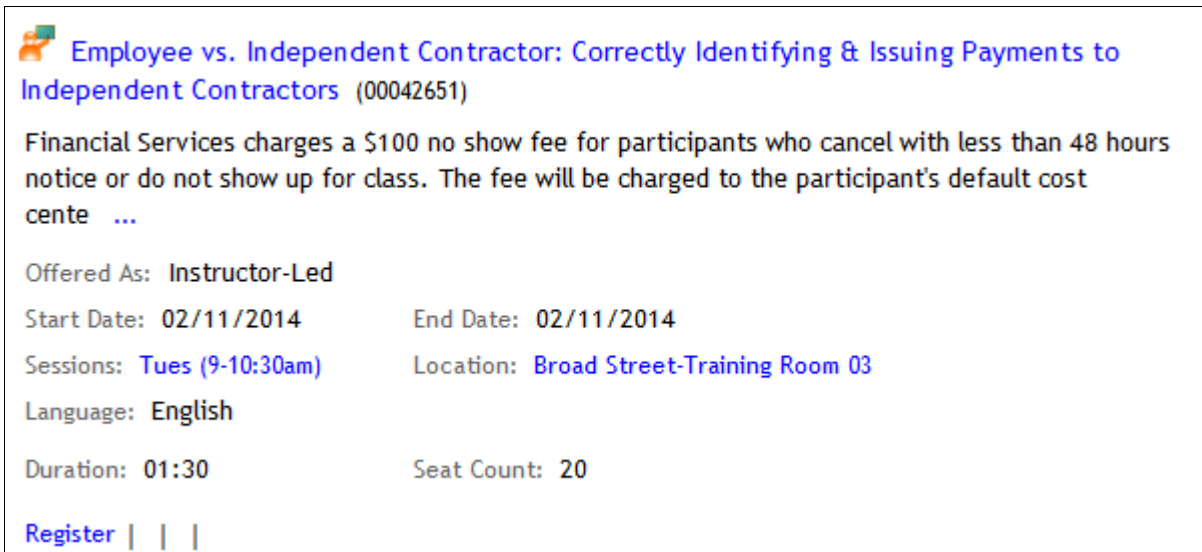



Registering for and Completing the **Employee vs. Independent Contractor: Correctly Identifying & Issuing Payments to Independent Contractors** Training in the Duke LMS

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 **"independent"**.
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 **Employee vs. Independent Contractor: Correctly Identifying & Issuing Payments to Independent Contractors** 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

00334519


Order Items


Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Employee vs. Independent Contractor: Correctly Identifying & Issuing Payments to Independent Contractors	KRISTIN BUREL	Instructor-Led	Confirmed	02/11/2014	Tues (9-10:30am)	Broad Street-Training Room 03		Notes



Go to In-Progress Learning

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




 **Employee vs. Independent Contractor: Correctly Identifying & Issuing Paymen...** (00042651)

Session Information: 02/11/2014 - 02/11/2014 - **Tues (9-10:30am)**(01:30 hours)
Location: **Broad Street-Training Room 03**
Status: **Confirmed** (Registration Date: 01/03/2014)

View Details

more actions

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

 **Employee vs. Independent Contractor: Correctly Identifying & Issuing Payments to Independent Contractors**
(00042651)

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: Should an individual be paid as an employee or as an Independent Contractor? This is a question departments often find themselves asking. Accounts Payable and Corporate Payroll Services have partnered with Human Resources and Legal to design a process and tools to assist departments in making this determination. During this session participants will explore the history of this determination at Duke, current IRS and Duke compliance requirements, and the risks associated with an incorrect determination. Session facilitators will discuss tools that are available to departments when making this determination and available options if it is determined that an individual should be paid as an employee. Participants will have the opportunity to ask questions about the Independent Contractor Checklist and learn how to best apply this tool. Participant provided case studies will be used to help connect classroom discussion with work place daily activity. 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: Employee vs. Independent Contractor: Correctly Identifying & Issuing Payments to Independent Contractors

Session Detail [Print](#) [Export](#) [Modify Table](#)

Session Name	Date	Start	End	Instructor and Room
Session 1	02/11/2014	9:00 AM	10:30 AM	1- Instructor: KRISTIN BUREL, GWENDOLYN HALL-DIFABIO

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

[Close](#)

11. Note the start and end time and Instructor. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.