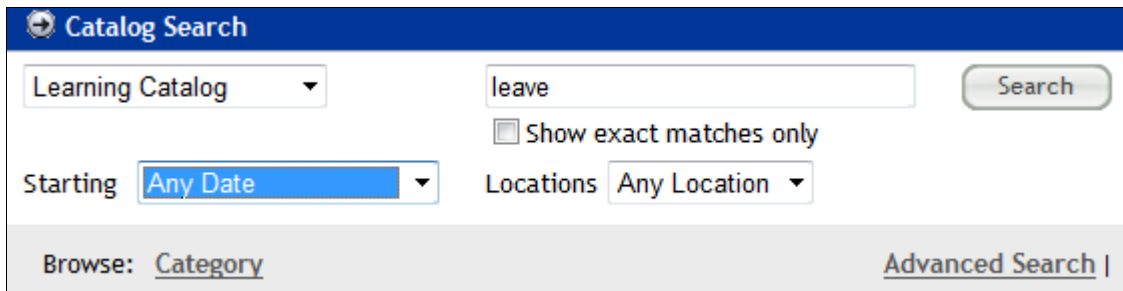

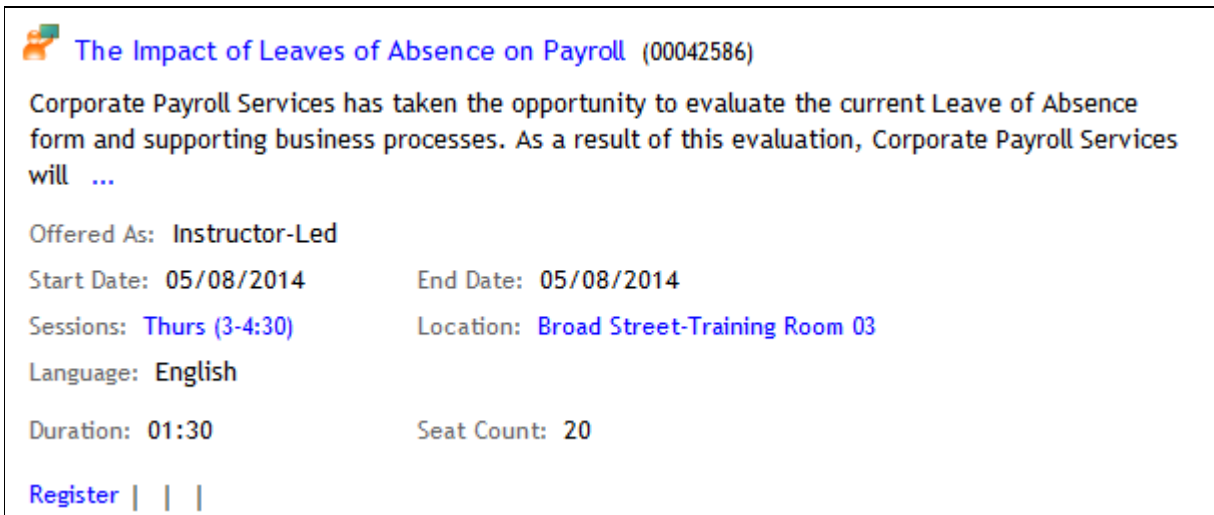



Registering for and Completing **The Impact of Leaves of Absence on Payroll** Training in the Duke LMS

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 **"leave"**.
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 Impact of Leaves of Absence on Payroll** 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

00333882


Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
The Impact of Leaves of Absence on Payroll	KRISTIN BUREL	Instructor-Led	Confirmed	05/08/2014	Thurs (3-4:30)	Broad Street-Training Room 03		Notes



Go to In-Progress Learning


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

 **The Impact of Leaves of Absence on Payroll** (00042586)

Session Information: 05/08/2014 - 05/08/2014 - Thurs (3-4:30)(01:30 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.

 **The Impact of Leaves of Absence on Payroll (00042586)** 

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 Corporate Payroll Services has taken the opportunity to evaluate the current Leave of Absence form and supporting business processes. As a result of this evaluation, Corporate Payroll Services will be introducing changes in these, in order to streamline the process and eliminate multiple forms.

You are invited to attend this session to learn more about the changes and to provide your input on the newly designed Leave of Absence form and business processes.

Your comments and suggestions are very important in making the change a success. Corporate Payroll Services will incorporate your feedback before launching the new changes.

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: The Impact of Leaves of Absence on Payroll

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

<u>Session Name</u>	<u>Date</u>	<u>Start</u>	<u>End</u>	<u>Instructor and Room</u>
Session 1	05/08/2014	3:00 PM	4:30 PM	None Assigned

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

[Close](#)

11. Note the start and end time and Instructor.