


# Registering for and Completing the Employee Transfers 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 “**transfers**”.
3. Next, in the Starting field, click the drop down and select “Any Date”.
4. Click **Search**.



**Catalog Search**


Learning Catalog  Search


☐ Show exact matches only

Starting  Locations

Browse: [Category](#) [Advanced Search](#)

5. Scroll through the results to find the **Employee Transfers** course. Select the offering for the desired date.



 **Employee Transfers** (00042691)

This session provides participants with a step-by-step guide for processing employee transfers. Focus will be given to the three most common types of transfers - a different position in the same de ...

Offered As: Instructor-Led

Start Date: 01/21/2014 End Date: 01/21/2014

Sessions: **Tues (3:30pm - 4:30pm)** Location: **Broad Street-Training Room 03**

Language: English

Duration: 01:00 Seat Count: 20

[Register](#) | |

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

00332090


Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Employee Transfers	KRISTIN BUREL	Instructor-Led	Confirmed	01/21/2014	Tues (3:30pm - 4:30pm)	Broad Street-Training Room 03		<a href="#">Notes</a>



Go to In-Progress Learning


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

 **Employee Transfers** (00042691)

Session Information: 01/21/2014 - 01/21/2014 - Tues (3:30pm - 4:30pm)(01:00 hours)

Location: [Broad Street-Training Room 03](#)

Status: **Confirmed** ( Registration Date: 12/23/2013 )



View Details

[more actions](#)

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

**Employee Transfers (00042691)**

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 session provides participants with a step-by-step guide for processing employee transfers. Focus will be given to the three most common types of transfers - a different position in the same department, between departments, and between payroll areas. Learn the responsibilities of each of the departments involved in the transfer and the methodology payroll uses to ensure accurate payments and deductions during the transition period.

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 Transfers**

Session Detail
Print | Export | Modify Table

Session Name	Date	Start	End	Instructor and Room
Session 1	01/21/2014	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.