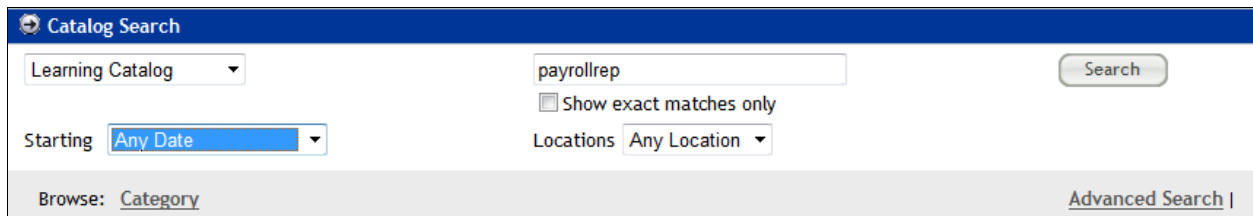

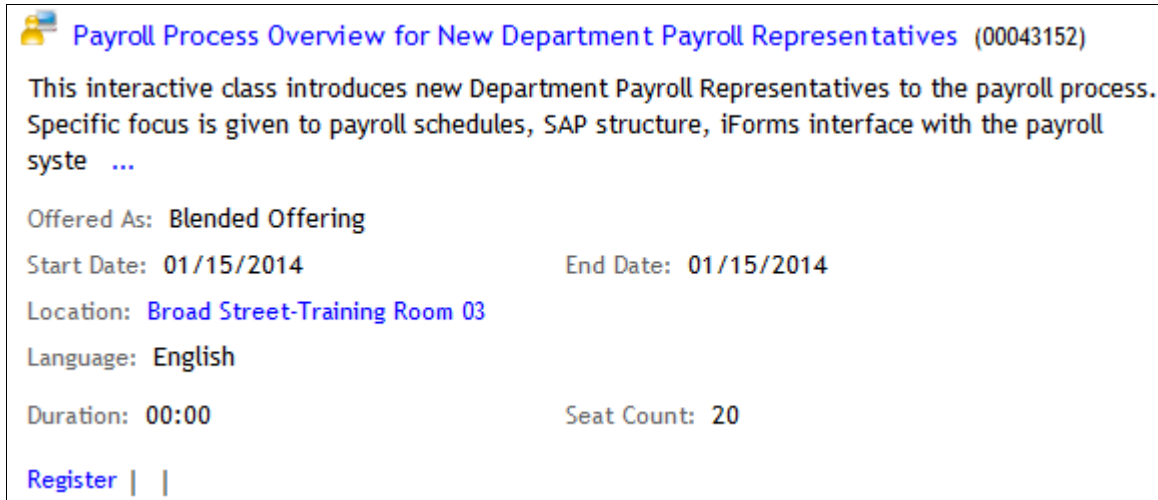



Registering for and Completing the **Payroll Process Overview for New Department Payroll Representatives** Training in the Duke LMS

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 “**payrollrep**”.
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 **Payroll Process Overview for New Department Payroll Representatives** 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

00334479

Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
Payroll Process Overview for New Department Payroll Representatives	KRISTIN BUREL	Blended	Confirmed	01/15/2014		Broad Street-Training Room 03		Notes



Go to In-Progress Learning

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

 **Payroll Process Overview for New Department Payroll Representatives** (00043152)

Dates: 01/15/2014 - 01/22/2014

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

Status: **Confirmed** (Registration Date: 01/03/2014)

Session: [Session 1](#) 01/15/2014 (2:00 PM-4:30 PM)

Status: Not Evaluated

Session: [Session 2](#) 01/22/2014 (2:00 PM-4:30 PM)

Status: Not Evaluated



View Details

[more actions](#)

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

Payroll Process Overview for New Department Payroll Representatives (00043152)

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
Blended

Description

This interactive class introduces new Department Payroll Representatives to the payroll process. Specific focus is given to payroll schedules, SAP structure, iForms interface with the payroll system, time reporting, issuing of payments, and available reports. Participants are encouraged to bring specific situations to discuss during class. Due to the volume of information, the class is broken into two sessions. Please look at the "Learning Assignments" tab to see the date and time of the second session. It is recommended that individuals new to processing payroll at Duke University/Duke University Health System attend this session prior to attending other payroll classes.

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
Session 1	Session	Required	Start Date: 01/15/2014 Start Time: 2:00 PM End Time: 4:30 PM 1- Instructor: GWENDOLYN HALL- DIFABIO, KRISTIN BUREL	Not Evaluated		
Session 2	Session	Required	Start Date: 01/22/2014 Start Time: 2:00 PM End Time: 4:30 PM 1- Instructor: KRISTIN BUREL, GWENDOLYN HALL-DIFABIO	Not Evaluated		

10. 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.