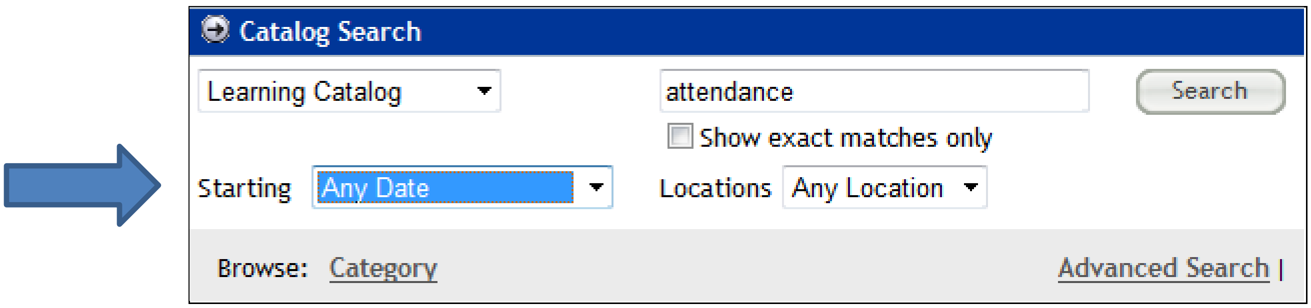
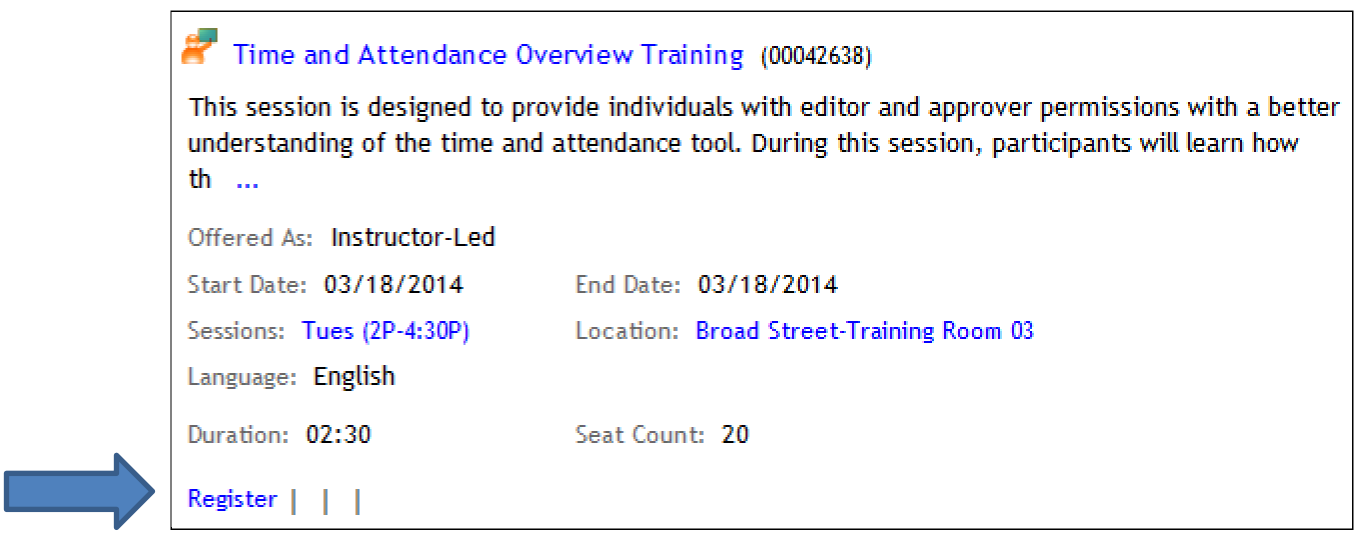
Registering for and Completing the **Time and Attendance Overview Training** in the Duke LMS

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 **"attendance"**.
3. Next, in the Starting field, click the drop down and select "Any Date".
4. Click **Search**.

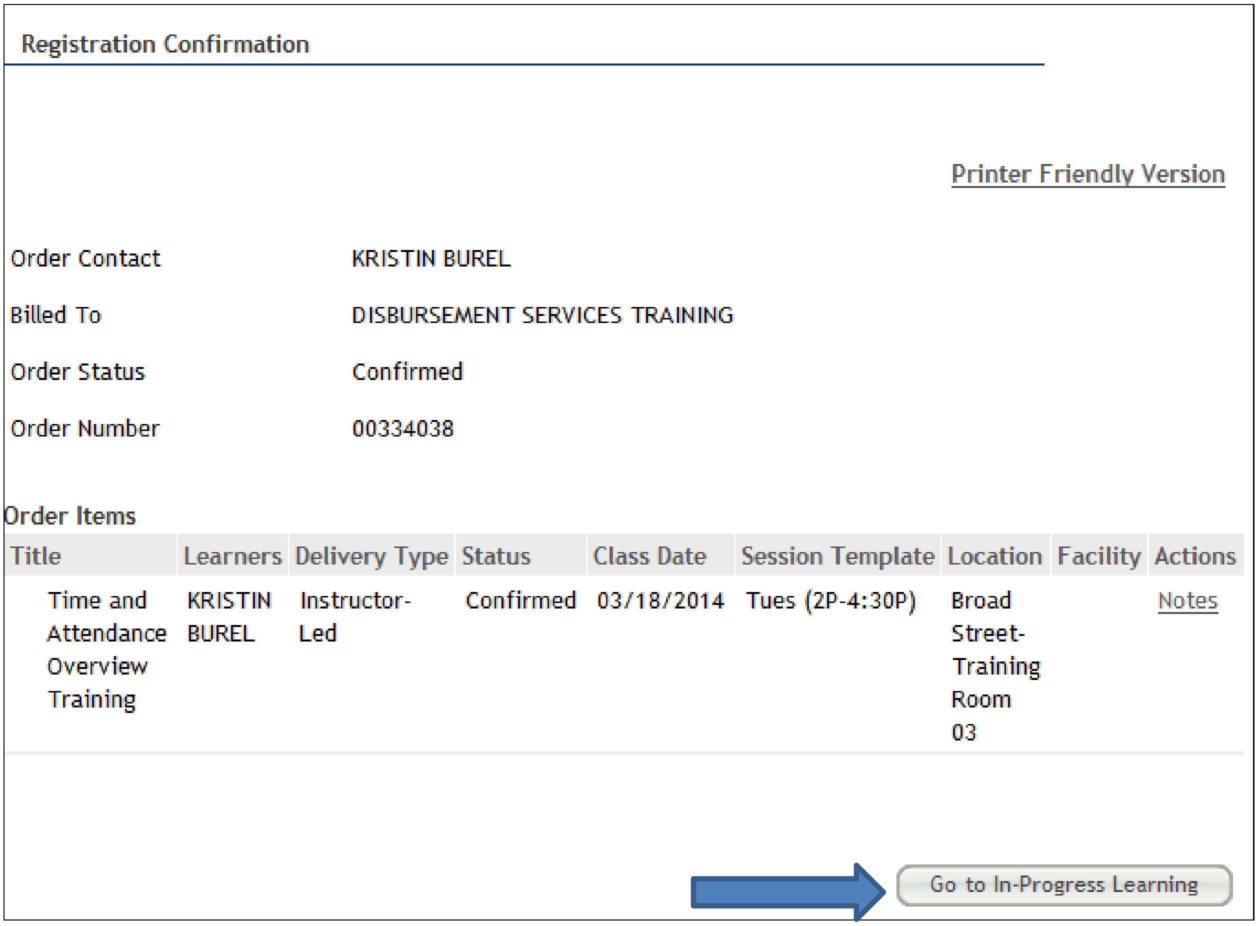


5. Scroll through the results to find the **Time and Attendance Overview Training** course. Select the offering for the desired date.

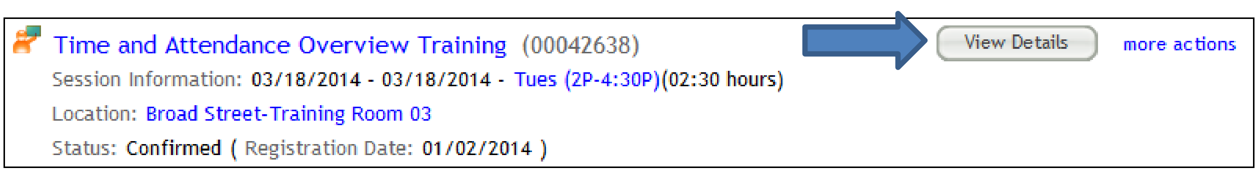


6. Click **Register**.

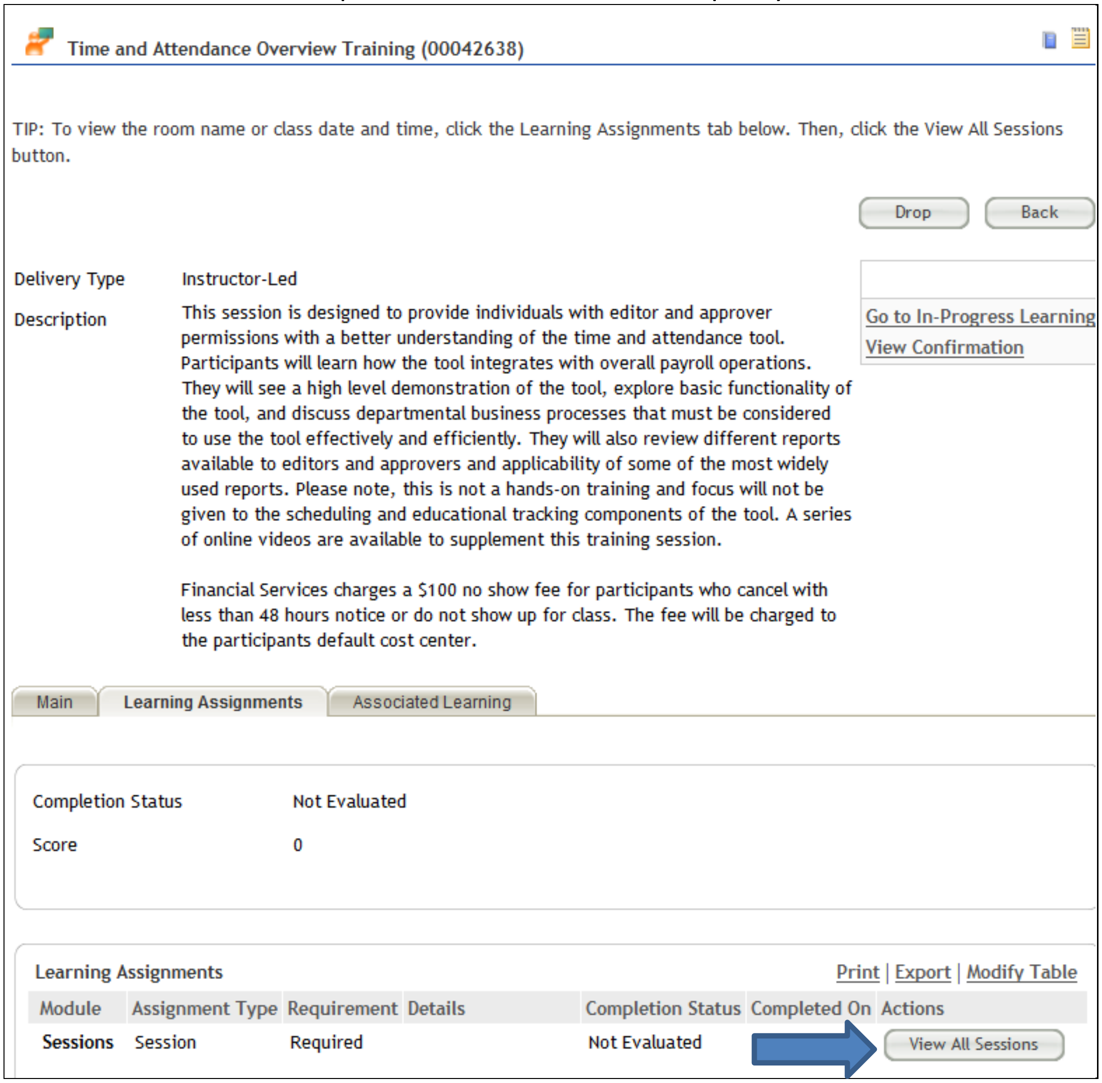
7. At the **Confirmation** page, click the *Go to In-Progress Learning* link.



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



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



Time and Attendance Overview Training (00042638)

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

Go to In-Progress Learning
View Confirmation

Delivery Type	Instructor-Led
Description	This session is designed to provide individuals with editor and approver permissions with a better understanding of the time and attendance tool. Participants will learn how the tool integrates with overall payroll operations. They will see a high level demonstration of the tool, explore basic functionality of the tool, and discuss departmental business processes that must be considered to use the tool effectively and efficiently. They will also review different reports available to editors and approvers and applicability of some of the most widely used reports. Please note, this is not a hands-on training and focus will not be given to the scheduling and educational tracking components of the tool. A series of online videos are available to supplement this training session. 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 participants default cost center.

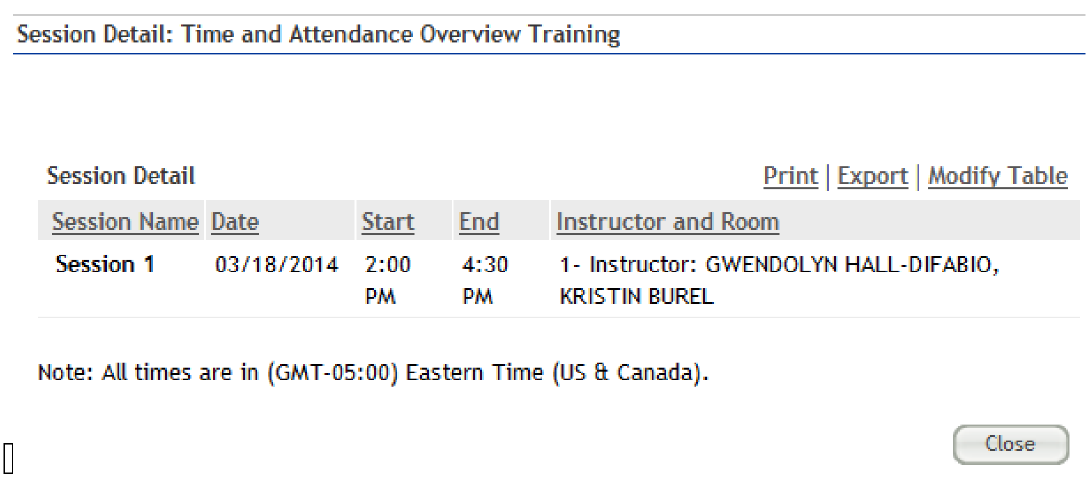
Main | Learning Assignments | Associated Learning

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: Time and Attendance Overview Training

Session Detail — Print | Export | Modify Table

Session Name	Date	Start	End	Instructor and Room
Session 1	03/18/2014	2:00 PM	4:30 PM	1- Instructor: GWENDOLYN HALL-DIFABIO, KRISTIN BUREL

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.