2. At the Duke LMS Home screen, in the Catalog Search field, type “foreign”.
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 Foreign National Payment Process Overview 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.

---

**Foreign National Payment Process Overview** (00042562)

Session Information: 01/22/2014 - 01/22/2014 - Wed (9A-11A) (02:00 hours)

Location: Broad Street-Meeting Room 203

Status: Confirmed (Registration Date: 01/02/2014)
9. Read the course description. Note the no show fee policy statement.

Foreign National Payment Process Overview (00042562)

TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

Delivery Type
Instructor-Led

This class will assist Department Payroll Representatives in understanding the complexities of working with Foreign National employees. Corporate Payroll Services will partner with other Duke departments to provide a comprehensive overview of a variety of different transactions that impact foreign national employees including hiring, acquiring social security numbers, and tax requirements.

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.

Completion Status
Not Evaluated

Score
0

Learning Assignments

<table>
<thead>
<tr>
<th>Module</th>
<th>Assignment Type</th>
<th>Requirement</th>
<th>Details</th>
<th>Completion Status</th>
<th>Completed On</th>
<th>Actions</th>
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</thead>
<tbody>
<tr>
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<td>Required</td>
<td></td>
<td>Not Evaluated</td>
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<td>View All Sessions</td>
</tr>
</tbody>
</table>

10. Click the View All Sessions button.

Session Detail: Foreign National Payment Process Overview

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Instructor and Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>01/22/2014</td>
<td>9:00 AM</td>
<td>11:00 AM</td>
<td>None Assigned</td>
</tr>
</tbody>
</table>

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

11. Note the start and end time and Instructor.