Registering for and Completing the Employee Transfers Training in the Duke LMS

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.

5. Scroll through the results to find the Employee Transfers 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]

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

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

**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.

**Completion Status**: Not Evaluated

**Score**: 0

10. Click the View All Sessions button.

**Session Detail**: Employee Transfers

<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><strong>Session 1</strong></td>
<td>01/21/2014</td>
<td>3:00 PM</td>
<td>4:30 PM</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.