

*** Estimated Timeline for Completion:

2 - 6 months		2 - 6 months		Class Length
Fin Sys. Specialist (Basic)		Certified Payroll Specialist		
University	DUHS	University	DUHS	

PREREQUISITES					
Courses must be completed prior to program enrollment					
- Intro to SAP (online)	✓	✓	✓	✓	2.5 hrs
- Windows	✓	✓	✓	✓	8 hrs
- Excel (beg, int)	✓	✓	✓	✓	8 hrs
CURRICULUM					
Enrollment/Intro sessions					
Financial Systems Specialist enrollment course	✓	✓			
Payroll Specialist enrollment course			✓	✓	
Basic					
*** Intro to Duke Accounting and Business Processes	✓	✓	✓	✓	3 hrs
*** Intro to Duke G/L Accounts	✓	✓	✓	✓	2.5 hrs
Reporting/Analysis					
- SAP University Reporting: Sponsored Projects	✓				4 hrs
- SAP - Non-Restricted Reporting	✓				4 hrs
- Hospital and HS Reporting		✓			4 hrs
- Reconciliation and Documents	✓	✓			4 hrs
Journal entries					
- SAP Journal Entry (with journal entry documentation)	✓	✓			2.5 hrs
HR/Payroll					
- iForms			✓	✓	2 hrs
- Payroll Overview (New Dept reps)			✓	✓	5 hrs
- Report Xpress (HS, Univ where applicable)			✓~	✓	2 hrs
- Semi-Annual Payroll Update			✓	✓	
Electives (Also qualify as CE after initial certification)			(2 req for cert)		
Payroll - Non Comp Payments			◇		2 hrs
- Payroll and Work Study			◇		1 hr
- Secondary Positions at Duke			◇	◇	1 hr
- Foreign National Payment Process			◇	◇	2.5 hrs
Certification Exam (required)			X	X	
Continuing Education					
- Annual Recertification (Under Construction)	✓	✓	✓	✓	
- Payroll Updates (Dept reps)			✓	✓	1 hr
# Classes required for certification (including exam)					
8		6		9 (10)	10

~ Course required if course topic is part of your current job position

*** Foundational courses; applicable across certification tracks

Computer based training

Classroom training