Payroll CAN Auto-Fill

The NIH LMS Team is improving the training approval process in the LMS, effective 06/20/2014. This new process will be called Payroll CAN Auto-Fill and here is what you need to know:

- All Federal employees have a default Common Accounting Number (CAN) assigned to a field named “Account Code” in their LMS profile; these are carried over from the payroll CAN in CAPHR.

- All **approved training orders** without a CAN number will automatically have this default CAN number added to the training order the following night. This default CAN will be charged the price of the approved training class.

- An administrative note will also be added in the LMS that states: “The CAN note below was entered by an automated process. If this CAN is incorrect, you must drop this enrollment and re-register the student.” It will appear as Created By “Automated NIH_Process.”

- A CAN note will also appear on the order, listing the default CAN used.

- The CAN number is included in the training order obligation that is sent to the NIH Business System (NBS) that same night.

- You cannot change the CAN number on an approved order; the Learner must be dropped, then re-registered.

Final Approvers can avoid this Payroll CAN Auto-Fill process by ensuring that a CAN is included on the order before approving it. If you need more information about approving orders please visit the LMS Support Page, **Managing Orders Tip Sheets** section.

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