**Duke@Work**

*Duke@Work* is an internet-based tool that allows all employees to report hours worked in a primary or secondary position and access to view and update personal information. To access Duke@Work go to [https://work.duke.edu/irj/portal/MyTime](https://work.duke.edu/irj/portal/MyTime) and enter your NetID and Password. Duke@Work allows you to view, print and download pay statements, submit changes for your home address, bank account information for direct deposit and federal and state tax withholdings.

**Student Payroll**

The Student Payroll Hire Packet is made up of the following paper and electronic forms:

*Authorization for Student Employment, Personal Data Sheet, Workers’ Compensation Memorandum, Form I-9 Employment Eligibility Verification, State and Federal Tax Withholdings and Direct Deposit.*

- You must have an Authorization for Student Employment completed and signed by the hiring professor or administrator, complete a basic data informational form and sign a workers’ compensation memo.
- Identification is required to establish both identity and employment eligibility. A list of acceptable documents is included in the hire packet. You will be asked to complete section 1 of the Form I-9 for Employment Eligibility Verification.

You will receive a confirmation email following your payroll meeting once your hire has been processed. *Once you gain access* to Duke@Work, you will then need to complete your state and federal tax withholdings and direct deposit. Failure to set up tax withholdings will result in a default of single with (0) allowables. Exempt status requires a paper NC-4 and W-4 and must be updated every January. Failure to set up direct deposit will result in termination. Direct deposit is mandatory for all students on payroll and must be set up within thirty days or you could be removed from the payroll and no longer allowed to work. It takes up to 30 days or two pay periods for this form to be processed through your financial institution. You will receive a live check until this process is complete. Cathy will email you if you have a check to pick up from her office. Once you see a penny deposit in your banking account your funds will direct deposit during the next pay period.
Electronic Time Reporting System

In order to report your time using the ETC reporting system you must login to Duke@Work. Be sure to allow for pop ups from this site or you will receive an error. If you are having issues signing into the website try changing browsers. Google Chrome and Mozilla Firefox are not compatible with Duke@Work. Internet Explorer is recommended. If you continue to experience problems logging in you can go to www.hr.duke.edu/selfservice or call OIT’s Help Desk at 919-684-2200.

Discuss with Cathy any work performed in prior pay periods to determine the best to submit these hours. If you do not submit your ETC on time or approval is not received in time to submit by the Corporate Payroll deadline, then you will have to complete a paper time card that will be submitted on the next time card day (in two weeks).

Electronic time cards (ETC) and paper time cards are due by noon every other Thursday. When completing your ETC you will need to estimate the hours you plan to work through the end of the pay period. Remember that the pay period ends on Sunday but time cards are due on Thursday prior to the end of the pay period. A pay period runs from Monday – Sunday and is two weeks in length. If you did not work what you reported on your time card be sure to alert Cathy as soon as possible. A correction to your time card may be necessary. Cathy will confirm all hours submitted with each professor or departmental administrator and process time cards upon receipt of approval. If you did not work during the two week period, you do not have to submit a time card.

You will receive a confirmation email once your hire has been processed. Once you gain access to Duke@Work you can begin logging your hours on your ETC. Below is a sample of the ETC. Record the hours you worked on the appropriate day in the field “Hours Worked – First Shift”. Use the hour/decimal/tenth format to record your hours. Example: 8 hours should be recorded as 8.0, 5 and half hours as 5.5, 6 hours 12 minutes as 6.2. In the upper right hand corner of the ETC is a Minute To Decimal Conversion Chart if you are reporting partial hours. Do not list any information in the Comments section. This is for staff use only. Each time you access your time card be sure to click CHECK before you exit. This will point out any errors in the setup of your time card. Be sure to SAVE your time card each time before you exit and before hitting the SUBMIT button. You must click the box agreeing that you certify the hours you have recorded before hitting submit as well. Once you hit the submit button you can no longer access your ETC. However, after submitting your time card you realize there is an error, you can email AdminServicesTC@law.duke.edu to have your timecard returned to you for edits. If your ETC has not been approved it can be returned to you. You will receive an email when your ETC is returned to you. You can then edit your ETC and re-submit. Cathy monitors this email address as well her personal email address, but in her absence, her backup will have access to this email address and be able to help you. If your time card has been approved and no changes can be made, Cathy can submit a gross adjustment to correct your ETC if necessary.

Your time card will show Maria Pierce as the approver. She will submit the time card to Corporate Payroll once I have processed the time card and received the approval. If you have questions about payroll or your time card you should contact Cathy or AdminServicesTC@law.duke.edu.

See example of electronic time card below. This is similar to how your time card will look.
Student Payroll General Information

You may work for more than one professor or department at a time........

Students may work for more than one professor or department at a time. A Student Authorization Form is required for every new position you work and must be signed by the faculty member or department. It is your responsibility to report the correct hours worked for the correct professor. You will not be removed from student payroll until after you graduate so you will not have to repeat the hire process, just provide a signed authorization form.

Rate of pay and payday..............

The rate of pay is $10.50 per hour for Law students and Graduate students. Undergraduate students receive $9.50 per hour. Pay day is every two weeks on Friday following Thursday’s ‘time card day”. On Friday you will be paid for the hours, if any, submitted on the previous time card.

Students can work a maximum of 19.9 hours per week........

Students can work a maximum of 19.9 hours per week during fall and spring semesters and 40 hours per week during the summer months and breaks. If you work for more than one department or one professor your total hours worked should not be more than the allowed amount.

W-2 (Tax Reporting Materials)........

All Bi-weekly student employees, who have been terminated from the payroll system prior to the end of the 01-1 pay period will receive their W-2 Wage and Tax Statement at the last address provided on file. If you need to update your current address you can do so on Duke@Work.

All Bi-weekly student employees who are on the payroll will receive an email letting you know that your W-2 is available to download on Duke@Work.