Students must contact Cathy Perkins at perkins@law.duke.edu to schedule a 15 minute payroll meeting to complete the hire process and discuss submitting time cards once the hire packet below is complete and all forms of identification are available.

Bring the following documents with you to the payroll meeting:

- **Original identification for the Form I-9.** See below for acceptable documents. Identification must be unexpired and original, no copies allowed.
- **Attached forms:**
  - *Authorization for Student Employment:* The authorization form must be completed and signed by the faculty member or department head you are working for.
  - *Data Sheet:* Provide basic information for your personnel file.
  - *Workers’ Compensation:* Read and sign the memorandum.

During this meeting Cathy will verify and copy your identification and ask you to complete the electronic I-9 Employment Eligibility Verification Form. You will receive a confirmation email of your hire after your payroll meeting.

Once hire is complete and you have gained access to Duke@Work you will be required to complete the following electronic forms to complete your hire:

- **State and Federal tax withholdings**
  Failure to set up tax withholdings will result in a default of single with (0) allowables.
  *Exempt status requires a paper form and must be updated every January. Ask for paper forms if filing exempt.
- **Direct Deposit**
  Direct Deposit is required for students. Failure to set up direct deposit will result in termination of employment.

**INTERNATIONAL STUDENTS:** The “START” date of employment cannot be more than (3) days before the I-9 is completed and dated at the Visa Services Office.

In addition to the above, international students must 1) contact Cathy to come to the Administrative Services office for a Visa International Letter, 2) Cathy will email you link to complete the electronic I-9, and 3) go to the Duke Visa Services Office and take your identification with you along with the Visa International Letter completed by Administrative Services. Once you have completed the visit with Duke Visa Services, contact Cathy to schedule a payroll meeting. Bring the completed hire packet to the payroll meeting. You will also have to complete a Foreign National Form and State and Federal Tax Forms. Cathy will give you instructions during the payroll meeting.

More information on Student Employment can be found at: www.law.duke.edu/about/community/hr/studentpay.

*Future employment verifications can be mailed to the attention of Administrative Services at the following address:*

Duke University School of Law
210 Science Drive, Suite 1015 Duke Box 90362, Durham, NC 27708-0362

*Updated 10/13*
Be sure to bring the **appropriate identification** to the payroll meeting to complete the Form I-9 for Employment Eligibility Verification. Look at the acceptable documents list and choose **(ONE) from column A OR (one EACH) from column B and C.** Example: *your passport OR your driver’s license AND social security card.* These documents must be **unexpired** and I must see the **original,** no copies allowed.

If you do not have the appropriate identification at this time, please let me know.

---

**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be unexpired

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents that Establish Both Identity and Employment Authorization</strong></td>
<td><strong>Documents that Establish Identity</strong></td>
<td><strong>Documents that Establish Employment Authorization</strong></td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Voter's registration card</td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</td>
<td>5. U.S. Military card or draft record</td>
<td>5. Native American tribal document</td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>6. Military dependent's ID card</td>
<td>6. U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td></td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td></td>
<td>9. Driver's license issued by a Canadian government authority</td>
<td></td>
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<tr>
<td></td>
<td><strong>For persons under age 18 who are unable to present a document listed above:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. School record or report card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. Clinic, doctor, or hospital record</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. Day-care or nursery school record</td>
<td></td>
</tr>
</tbody>
</table>

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**
AUTHORIZATION FOR STUDENT EMPLOYMENT

Academic Year: 20__ / 20__
Graduating Class of 20__

STUDENT NAME: ___________________________ Duke Unique ID# __________

CURRENT STATUS: _____ 3L _____ 2L _____ SJD _____ LLM _____ OTHER

*First year law students need special approval to work.

Approval from Associate Dean Bill Hoye is required for all 1L’s to be hired on the student payroll. Dean Hoye’s signature on this form in addition to the hiring professor is required. An email direct or forwarded from Dean Hoye is also acceptable.

NOT A LAW SCHOOL STUDENT? WHERE ARE YOU A STUDENT?_______________________

** INTERNATIONAL STUDENTS – The “START” date of employment cannot be more than ( 3 ) days before the I-9 is completed and dated at the Visa Services Office.

International students must 1) come by the Administrative Services office for a Visa International Letter, 2) complete the electronic I-9, and 3) go to the Duke Visa Services Office and take your identification with you along with the Visa International Letter completed by Administrative Services. Once you have completed the visit with Duke Visa Services, contact Cathy to schedule a payroll meeting. Bring the completed hire packet and a Foreign National Form with you to your payroll meeting.

TO BE COMPLETED BY FACULTY MEMBER OR DEPARTMENT HEAD

FIRST DATE YOU ANTICIPATE STUDENT TO START WORKING FOR YOU: ________________

HOW MANY HOURS PER WEEK DO YOU ANTICIPATE STUDENT TO WORK? ________________

STUDENT WILL BE EMPLOYED AS: (CIRCLE ONE BELOW)

RESEARCH ASSISTANT [for RA’s: complete A, B, C & D] OR TEACHING ASSISTANT [for TA’s: complete A, B, & C]

A & B – Course NAME and NUMBER: __________________________

C – Is student enrolled in this class for credit? _____ yes _____ no

D – If enrolled in this class for credit, is the research related to the student’s current coursework? _____ yes _____ no

WHAT IS THE FUNDING SOURCE? (Check One) _____ FACULTY ACCOUNT
(including Instructional TA’s as of 06/09)

_____ GRANT FUNDED
Grant Name/Code: __________________________

_____ DEPARTMENTAL
Department/Code: __________________________

_____ OTHER
Name/Department/Code: __________________________

Professor’s Signature

______________________________

Professor’s Name (PLEASE PRINT)

______________________________

Date:

UPDATED 08/13

UNDERGRADUATE STUDENTS:
If student is enrolled in summer school and is on federal work study, which term will they be attending? (Circle one) 1, 2, or 3
PERSONAL DATA SHEET
PLEASE COMPLETE ALL SECTIONS AND PRINT CLEARLY

PERSONAL INFORMATION

NAME: __________________________ DUKE UNIQUE ID: __________________________
  (Last)         (First)         (MI)

SOCIAL SECURITY #: ____________--__________--__________ HOME PHONE: _______________________

DATE OF BIRTH: _______/_______/_______ ALTERNATE PHONE NUMBER: _______________________

EMAIL ADDRESS #1: __________________________ EMAIL ADDRESS #2: _______________________

LOCAL ADDRESS: _________________________________________________________________
  (Street) ____________________________________________________________
  (Apartment #) ___________________________________________________________
  (City) ____________________________________________________________
  (State) ____________________________________________________________
  (Zip)

PERMANENT ADDRESS: _____________________________________________________________
  (Street) ____________________________________________________________
  (Apartment #) ___________________________________________________________
  (City) ____________________________________________________________
  (State) ____________________________________________________________
  (Zip)

Circle One:

_____ U.S. CITIZEN

_____ PERMANENT RESIDENT

_____ ALIEN AUTHORIZED TO WORK (authorized to work until: _______/_______/_______)

SEX: _____ RACE: __________ ARE YOU A VETERAN? _____ MARITAL STATUS: __________________________

ARE YOU IN THE WORK-STUDY PROGRAM? _______ WHAT LAW DEGREE ARE YOU A CANDIDATE FOR? _________________

ANTICIPATED GRADUATION DATE FROM THE LAW SCHOOL: __________________________________________________________

SPOUSE’S INFORMATION

SPOUSE’S NAME: _________________________________________________________________ IS SPOUSE A DUKE STUDENT? ______

EMPLOYMENT INFORMATION

NAME OF PERSON, PROFESSOR OR DEPARTMENT YOU WILL BE EMPLOYED BY: _________________________________________________________

HAVE YOU EVER WORKED FOR DUKE BEFORE? _________ IF SO, DATES? ________________________________________________

WHERE DID YOU WORK? ___________________________________________________ CONTACT INFORMATION: _________________

EDUCATION

HIGHEST LEVEL COMPLETED: __________________________ DEGREE(s): __________________________

EMERGENCY CONTACT INFORMATION

NAME OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY: _________________________________________________________

RELATIONSHIP TO CONTACT PERSON: __________________________ PHONE NUMBER __________________________

UPDATED 10/2013
MEMORANDUM

To: New Law School Employees

From: Gael A. Hallenbeck

Subject: Workers’ Compensation

Date: January 1, 2013

_____________________________________________

Some changes in Duke University's Workers' Compensation policy took effect on July 1, 2004. These changes apply to all Duke employees regardless of classification. (Faculty, please note that this policy also applies to you and the teaching and research assistants you supervise.) Here is a brief summary of the changes (in bold) and other important parts of the policy. Please note there are significant financial penalties for schools and departments who do not comply with these University expectations.

1. Duke employees must report any work-related injury or illness within twenty-four hours of occurrence. There is an on-line form available for filing this report (www.hr.duke.edu/forms/injury.html). A supervisor is responsible for ensuring completion of the employee's report form if the employee is unable to complete it. In instances where medical attention is needed, the employee should go to Employee Occupational Health and Wellness (Duke South; 684-3136) or, in an emergency, the Duke Hospital Emergency Department. After normal business hours, medical care should be sought from Duke Urgent Care–Hillandale Road or Duke Urgent Care South.

2. The employee's supervisor must conduct a prompt, thorough investigation of the incident and file a report via the same on-line process as used by the employee within 24 hours of the occurrence (www.hr.duke.edu/forms/injury.html). The supervisor's report requires an accurate account of what happened, including any witness accounts, and a plan to address any emergent safety issues.

3. The employing unit of a staff member who is injured on the job is expected to return the employee to a suitable work assignment following medical clearance.

If you have questions about these policy changes, please contact me.

I have reviewed the above policy: _____________________________            ___________

(Signature)                  (Date)

cc: Personnel File