

**STUDENT EMPLOYMENT HIRE PACKET**

**Students must contact Cathy Perkins at [perkins@law.duke.edu](mailto: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](http://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

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

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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		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
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		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
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		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		
		7. U.S. Coast Guard Merchant Mariner Card		6. U.S. Citizen ID Card (Form I-197)
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
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		<b>For persons under age 18 who are unable to present a document listed above:</b>		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		10. School record or report card		8. Employment authorization document issued by the Department of Homeland Security
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

**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 Hoyer is required for all 1L's to be hired on the student payroll. Dean Hoyer's signature on this form in addition to the hiring professor is required. An email direct or forwarded from Dean Hoyer 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.**

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## **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: \_\_\_\_\_

### **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*

\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Professor's Name (PLEASE PRINT)

Date: \_\_\_\_\_

# PERSONAL DATA SHEET

PLEASE COMPLETE ALL SECTIONS AND PRINT CLEARLY

## PERSONAL INFORMATION

(REQUIRED BY THE DUKE EMPLOYMENT OFFICE)

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: \_\_\_\_\_  
(if different from above) (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 \_\_\_\_\_



Gael A. HALLENBECK  
ASSOCIATE DEAN FOR FINANCE AND ADMINISTRATION

TELEPHONE: (919) 613-7277  
TELEFAX: (919) 613-7087  
HALLENBECK@LAW.DUKE.EDU

## MEMORANDUM

**To: New Law School Employees**

**From: Gael A. Hallenbeck**

**Subject: Workers' Compensation**

**Date: January 1, 2013**

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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](http://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](http://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**