

STUDENT EMPLOYMENT HIRE PACKET

Students must contact Cathy Perkins at perkins@law.duke.edu to schedule a 15 minute payroll meeting to complete the hire process.

** Please review the attached Student Payroll Information memo prior to your payroll meeting and all questions will be addressed at that time. **

Bring the following documents with you to the payroll meeting:

- **Original identification for the Form I-9.** See reverse for acceptable documents. Identification must be unexpired and original, no copies allowed.
- **Completed Hire Packet**

During the payroll meeting you will be asked to complete Section 1 of the **electronic I-9 Employment Eligibility Verification Form.** Once the I-9 is completed and your hire is processed you will receive a confirmation email. You should have access to Duke@Work within a few days of receiving the email.

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

- **Direct Deposit**
Failure to set up direct deposit within 30 days of your hire will result in termination and you will no longer be allowed to work.
- **State and Federal tax withholdings**
Failure to set up tax withholdings will result in a default of single with (0) allowables.
- **Opt Out of Paper W-2's**

**** *INTERNATIONAL STUDENTS* – Contact Cathy with the name of the faculty member or department you will be working for, the date you intend to start working and whether you will be an RA, TA, Note Taker or Other. I will provide you with information to take to the Duke Visa Services office to complete your I-9. The “START” date of employment cannot be more than “3” days before the I-9 is completed and dated at Duke Visa Services. Once your I-9 is complete, contact Cathy to schedule a payroll meeting. Bring your identification, completed hire packet, Foreign National Form, and State and Federal tax forms with you to 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, Duke Box 90362, Durham, NC 27708**

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			
		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		For persons under age 18 who are unable to present a document listed above:		6. U.S. Citizen ID Card (Form I-197)	
		10. School record or report card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
		11. Clinic, doctor, or hospital record		8. Employment authorization document issued by the Department of Homeland Security	
	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

STUDENT NAME: (Please Print) _____ Date: _____

CURRENT STATUS: * _____ 1L _____ 2L _____ 3L _____ SJD _____ LLM _____ OTHER
*First year law students need special approval to work.

*Approval is required for all First Year Law Students to be hired on the student payroll. Dean Hoye's signature on this form in addition to the hiring professor or department 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: Contact Cathy with the name of the faculty member or department you will be working for, the date you intend to start working and whether you will be an RA, TA, Note Taker or Other. I will provide you with information to take to the Duke Visa Services office to complete your I-9. The "START" date of employment cannot be more than "3" days before the I-9 is completed and dated at Duke Visa Services. Once your I-9 is complete, contact Cathy to schedule a payroll meeting. Bring your identification, completed hire packet, Foreign National Form, and State and Federal tax forms with you to the 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 a: (Check one) _____ **RESEARCH ASSISTANT** (for RA's: complete A, B, C & D)

_____ **TEACHING ASSISTANT** (for TA's: complete A, B, & C)

_____ **NOTE TAKER**

_____ **OTHER** Title: _____

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 June 2009)

_____ **GRANT FUNDED**
Grant Name/Code: _____

_____ **DEPARTMENTAL**
Department Name/Code: _____

_____ **OTHER**
Department Name/Code: _____

Professor's Signature

Professor's Name (PLEASE PRINT)

Date: _____

PERSONAL DATA SHEET

PLEASE COMPLETE ALL SECTIONS AND PRINT CLEARLY

**Required for Equal Opportunity purposes only.*

PERSONAL INFORMATION

NAME: _____ KNOWN AS: _____
(Last) (First) (MI)

DUKE UNIQUE ID: _____ NET ID: _____ DOB: ____/____/____

SOCIAL SECURITY #: _____ GENDER: MALE FEMALE

U.S. CITIZEN PERMANENT RESIDENT ALIEN AUTHORIZED TO WORK

Authorized to work until: ____/____/____

ETHNICITY*: HISPANIC/LATINO NON-HISPANIC/LATINO

RACE*: AMERICAN INDIAN OR ALASKAN NATIVE
 ASIAN
 BLACK OR AFRICAN AMERICAN
 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
 WHITE

ARE YOU A PROTECTED VETERAN? _____ MARITAL STATUS: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____
(Street) (Apartment #)

(City) (State) (Zip)

EDUCATION

HIGHEST EDUCATION LEVEL COMPLETED OR HIGHEST DEGREE RECEIVED: _____

EMPLOYMENT INFORMATION

NAME OF FACULTY OR DEPARTMENT YOU WILL BE EMPLOYED BY: _____

EMERGENCY CONTACT INFORMATION

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

RELATIONSHIP TO CONTACT PERSON: _____ PHONE: _____



CRYSTAL D. SHEFFIELD
ASSOCIATE DEAN
FOR FINANCE, ADMINISTRATION, AND PLANNING

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

MEMORANDUM

To: New Law School Employees

From: Crystal D. Sheffield

Subject: Workers' Compensation

Date: January 1, 2017

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

Student Payroll on Duke@Work

Getting set up on Student Payroll

Congratulations on your offer to work at Duke Law! **Email Cathy Perkins at perkins@law.duke.edu to schedule a payroll meeting after reviewing this information and completing the student hire packet.** (Cathy is located in the Administrative Services Office on the first floor of the Law School in Suite 1015. Take the stairs to the right on the second floor just past the Career Services and Admissions offices and turn right at the bottom of the stairs.) A list of acceptable documents to be used as identification is included in the hire packet to establish both identity and employment eligibility. Following the payroll meeting, 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 is processed. It will contain the following link to Duke@Work: <https://work.duke.edu/irj/portal/MyTime>. Duke@Work is an internet-based tool that allows employees to report hours worked electronically. You will not have immediate access following receipt of the email, but once you gain access to Duke@Work by entering your NetID and Password, you can **set up your Direct Deposit, opt-out of paper W-2's, and complete your state and federal tax withholdings (International students will complete paper tax withholding forms).** Failure to set up tax withholdings will result in a default of single with (0) allowables. **Direct Deposit is required for all student employees of Duke University and must be set up in a timely manner.**

Please note: Failure to set up direct deposit within (30) days of your hire will result in termination of employment and you will no longer be allowed to work.

It takes up to 30 days for direct deposit to process through your financial institution so you should set it up at your earliest opportunity. You will receive a paper check if you report hours in the meantime. Cathy will email you if you have a check available and you can pick it up from her office.

***International students will complete paper tax withholding forms and must have a social security number before setting up direct deposit. See Cathy for further information.**

Electronic Time Reporting

When accessing Duke@Work be sure to allow for popups from this site or you will receive an error. If you are having issues signing into the website try changing browsers, go to www.hr.duke.edu/selfservice or call OIT's Help Desk at 919-684-2200. Duke@Work is compatible with Google Chrome, Mozilla Firefox and Internet Explorer. Chrome is recommended.

Occasionally you will attempt to access your ETC and receive a message that your time card is locked by another user. This means that the system is busy at this time. You should 1) try again later, 2) try a different browser or 3) try another computer. Time cards are locked on Monday and Tuesday of the beginning of the pay period to allow Corporate Payroll to complete the processing of the prior period. You may access your ETC as soon as Tuesday afternoon or on Wednesday of the first week of the pay period. If you log on during this period you may receive a message that payroll is in process and you will need to log back in at a later time.

Electronic time cards (ETC) are requested by 10 AM every other Friday. Please refer to the Bi-Weekly Payroll Schedule for exact dates. If you work over the weekend, submit your time card when you are finished working, but no later than Sunday midnight. If you do not submit your time card Friday - Sunday, attempt to submit it as soon as you can. Email Cathy if you can no longer access your time card. Cathy will confirm all hours submitted with each professor or departmental administrator and process time cards upon receipt of approval. Enter your hours worked on the appropriate day of the time card. In the upper right hand corner of the ETC is a Minute To Decimal Conversion Chart if you are reporting partial hours such as three hours and thirty minutes worked is 3.5. Do not put any information in the Comments section. This is for staff use only.

Each time you access your ETC be sure to SAVE before exiting and before hitting the SUBMIT button. If you do not hit SAVE before you hit SUBMIT it may submit a blank time card. 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, it may be possible to return your time card to you for edits. Email AdminServicesTC@law.duke.edu and request that your timecard be returned to you. If your ETC has not been approved it can be returned to you for edits and then re-submitted. If your time card has already been approved, Cathy can submit a gross adjustment to correct your ETC if necessary.

Your time card will show Maria Pierce as the Supervisor Name. Once I receive approval I will ask Maria to approve your time card with corporate payroll. If you have questions about payroll or your time card, you should contact Cathy or AdminServicesTC@law.duke.edu.

Below is a sample of the ETC.

Employee Information										webCard Status: Initial						
Name:	BRANDON BAILEY			Overtime Option:	3		Cont Serv Date:	01/01/2010		Minute to Decimal Conversion Chart						
Duke Unique ID:	00600007			Daily Work Schedule:	8.00		Org Key:	DD25		Premium Policies						
Personnel Subarea:				GRAD STUDENT		Supervisor Name:										

webCard																	
Pay Period 18.2010	Mon Aug 16	Tue Aug 17	Wed Aug 18	Thu Aug 19	Fri Aug 20	Sat Aug 21	Sun Aug 22	Week 1 Total	Mon Aug 23	Tue Aug 24	Wed Aug 25	Thu Aug 26	Fri Aug 27	Sat Aug 28	Sun Aug 29	Week 2 Total	Pay Period Total
Total Hours Paid								0.0								0.0	0.0
Total Hours Unpaid								0.0								0.0	0.0
Hours Worked - First Shift								0.0								0.0	0.0

Cost Distribution				
Company Code	Funding Source	ST/SC	Percent	
0010	0001573070	6077	100.00	

Comments	
Existing:	New:

Time Off Balances	
As Of:	05/23/2010
Vacation:	0.0
Sick:	0.0
D-Days:	0.0

I certify that this is an accurate record of my time for the period indicated:

I certify the hours recorded, that I have first-hand knowledge of all work performed along with corresponding premium hours and that the distribution represents a reasonable estimate of effort expended:

CHECK **SAVE** **SUBMIT**

General Information

You 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 current rate of pay is \$12.00 per hour for Law students and Graduate students. Undergraduate students receive \$11.00 per hour. Payday is every two weeks on Fridays. Refer to the current Bi-Weekly Payroll Schedule for time card due dates.

Maximum number of hours you can work 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 combined 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. It is highly recommended to opt-out of receiving a paper W-2.