

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.