

## Guide to Duke@Work

Duke@Work is an internet-based tool that allows all Duke Faculty and staff access to view and update personal information regarding their Duke employment.

### Log-In

Visit [www.hr.duke.edu/selfservice](http://www.hr.duke.edu/selfservice) for access to the site. You will need to log in using your NetID and password. If you don't know your NetID and/or password, go to the Log-in Help link located on the site.

### Features of the site:

- View, print, and download pay statements dating to August 2002
- Email notifications of pay statements available for viewing
- Submit changes:
  - Home address (current or future date)
  - Bank account for Direct Deposit
  - Federal and NC W4 tax withholdings
- Hyperlinks to:
  - Duke Flex Account

### Questions

For questions about your pay, please contact Cathy Perkins at 613-7174 or send an email to [perkins@law.duke.edu](mailto:perkins@law.duke.edu).

For technical issues, please contact OIT at 684-2200.