

## FREQUENTLY ASKED QUESTIONS – STUDENT PAYROLL

**Q: How do I find a job at the Law School?**

A: Check the bulletin boards located at the end of the faculty corridors on the third and fourth floors and the glassed-in bulletin board located in the original building on the third floor across from the communications bulletin board. Contact the appropriate professor or administrative office.

**Q: How do I get on the payroll?**

A: See Cathy Perkins in the Administrative Services Office in Room 1015-C. You will receive a package of forms for completion. They will include an Authorization for Student Employment to be completed by the hiring professor or administrator, a Financial Aid Work Study Verification form to be completed by the Financial Aid Office, information forms for the Law School and University Benefits Administration Office, federal and state tax forms, and an I-9 Form. The I-9 form requires specific documentation, and two forms of identification, to establish both identity and employment eligibility. ***You will not be placed on the payroll unless all the forms are completed.*** Also included is a Duke University Authorization Agreement for Direct Deposit.

**Q: What happens if my forms are filled out improperly? Will it delay my check/deposit to my checking account?**

A: Yes. Forms are forwarded to the University's Benefits Administration Office and Corporate Payroll Services. Incomplete or improperly completed forms are returned by mail to the Law School for correction. You will be notified by e-mail if your forms are returned. It is the student's responsibility to make the necessary corrections and return them to Administrative Services who will forward them again to the appropriate office. This process could delay payment for a minimum of two weeks, or a maximum of eight weeks, depending upon what deadlines are met or missed.

**Q: When and where are the time cards turned in?**

A: By **noon** every other Thursday to Cathy Perkins in Room 1015-C. You must sign your time card before turning it in. Mrs. Perkins will confirm all hours submitted with each professor or departmental administrator. Time cards are to be filled out in pencil and signed in ink by the employee.

**Q: Will my pay be directly deposited to my checking account?**

A: Effective 07/01/00, as a condition of employment, all Duke employees must use direct deposit. If you do not have a checking account at the time you complete the paperwork to be placed on the payroll, the forms will be processed and you

will receive a paper check for the first pay period. But you are expected to immediately open a checking account. After the account is opened, your method of receiving compensation will be changed to direct deposit. Once your checks are direct deposited, your check voucher will be mailed to the Law School and placed in the pocket file on the wall in the Administrative Services anteroom, Room 1015-C, for you to pick up. Because the first pay check and subsequent pay stubs contain confidential information about the payee, they are to be picked up in a timely manner.

**Q: What is the rate of pay?**

A: \$10.50 per hour.

**Q: Do I receive paid holidays?**

A: No

**Q: How many hours can students work?**

A: A maximum of 19.9 hours per week during fall and spring semesters and 40 hours per week during the summer months.

**Q: When is pay day?**

A: Every two weeks. Deadlines for the receipt and payment of time cards have been set by Duke's Corporate Payroll Services. Time cards delivered to the Administrative Services office in the law school are verified and forwarded to Corporate Payroll Services. Time cards not meeting the specified deadlines will be paid the following pay period. Missing a deadline will cause your compensation to be delayed by at least two weeks. Deadlines for this calendar year are attached.

Pay days are every other Friday. Check voucher stubs will be available for pick-up at the Law School in the Administrative Services anteroom, on that Friday.

**Q: May I work for more than one professor at a time?**

A: Yes. A Student Employment Form must be completed by each professor. **Advise Cathy Perkins that you are working for more than one professor.** You will receive a separate time card to use for hours worked for each professor.

**Q: May I work for the Law School if I am already employed in another Department?**

A: Yes

**Q: Where do I get my W-2 for tax reporting purposes?**

**A:** All Biweekly student employees, who have been terminated prior to the end of the 01-1 pay period (January 2, 2009), will receive their 2008 W-2 forms at the home address printed on the Biweekly Check/Voucher, or if an address change has been submitted to Corporate Payroll, on the most recent Confirmation of Change form verifying the change was made.

All Bi weekly student employees who are still on the payroll are to come to the Administrative Services office, Room 1015-C, after January 31, 2009 to pick up their W-2 form. Please come in person as you will be asked to sign for the form.

Should you need duplicate copies, please contact the University Payroll Department at 705 Broad Street, Room 103, (919) 684-2642 for assistance. There will be a fee.

The Law School does not issue or keep copies of W-2 forms.