

STUDENT PAYROLL INFORMATION & FREQUENTLY ASKED QUESTIONS

Q: Who do I contact to get set up on payroll or if I have payroll related questions?

A: Cathy Perkins

Email: perkins@law.duke.edu

Phone: 919-613-7174

Located: Administrative Services Office, 1st Floor, Room 1015-C

Q: How do I get on the payroll?

A: See Cathy in the Administrative Services. You will receive a hire packet for completion. The hire packet will include an Authorization for Student Employment to be completed by the hiring professor or administrator, basic data informational form, I-9 Employment Eligibility Verification, federal W-4 and state NC-4 tax forms, a workers' compensation memo and direct deposit form. The I-9 form requires identification to establish both identity and employment eligibility. A list of acceptable documents is included in the hire packet. ***You will not be placed on the payroll unless all the forms are completed.***

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

A: Yes. Students may work for more than one professor or department. A Student Authorization Form must be completed by each professor or department. **You are responsible for notifying Cathy if you are working for more than one professor or department. Cathy will set up a secondary position for you.** You will receive a paper time card to report hours for all secondary positions. It is your responsibility to report the correct hours worked for the correct professor. A Student Authorization Form is also required for every new position or faculty for whom you work. Cathy will have to change the funding source in the payroll system if you stop or finish working for one professor or department and start working for another.

Q: When and where are time cards submitted?

A: Electronic time cards (ETC) and paper time cards are due by **noon** every other Thursday. In order to report your time using the ETC reporting system you must login to Duke@Work. Duke@Work is an internet-based tool that allows all employees to report hours worked in a primary position and access to view and update personal information. To access Duke@Work go to <https://work.duke.edu/irj/portal/MyTime> and enter your NetID and Password. Be sure to allow for pop ups from this site or you will receive an error. If you are having issues signing into the website go to www.hr.duke.edu/selfservice or call OIT's Help Desk at 684-2200. Work performed in prior pay periods and all secondary positions must be submitted on a paper time card. Contact Cathy if you need to submit work performed in a prior pay period. You must sign your paper time card in ink and fill out your hours in pencil before turning it in to Cathy. Cathy will confirm all hours submitted with each professor or departmental administrator and process upon receipt of approval. When completing your ETC or paper time card you will need to estimate the hours you plan to work through the end of the pay period. A pay period runs from Monday – Sunday and is two weeks in length. If you did not work what you reported on your time card be sure to alert Cathy as soon as possible. A correction to your time card may be necessary. After submitting your time card you realize there is an error, email AdminServicesTC@law.duke.edu to have your timecard returned to you for edits. You will receive an email when a time card is returned.

Q: What else can I do at Duke@Work?

A: Duke@Work allows you to view, print and download pay statements dating to August 2002. You can also submit changes for your home address, bank account information for Direct Deposit and Federal and State tax withholdings.

Q: Will my pay be directly deposited into 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. It takes up to 30 days or two pay periods for this form to be processed through your financial institution. You will receive a live check until this process is complete. Cathy will email you if you have a check to pickup from her office.

Q: What is the rate of pay and when is payday?

A: \$10.50 per hour for Law students and Graduate students. Undergraduates receive \$9.50 per hour. Pay day is every two weeks on Friday following Thursday's 'time card day'. On Friday you will be paid for the hours, if any, submitted on the previous time card

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 and breaks. If you work for more than one department or one professor your total hours worked should not be more than the allowed amount.

Q: May I work for the Law School if I am already employed in another department at Duke?

A: Yes, but be sure to let Cathy know who you are working for so you can be set up on the Law School payroll correctly.

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

A: 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 by logging into Duke@Work.

All Bi-weekly student employees who are still on the payroll will receive an email letting you know the date and time your W-2 will be available to pick up from the Administrative Services Office. Please come in person as you will be asked to sign for your W-2.

Should you need duplicate copies, please contact the University Corporate Payroll Department located at 705 Broad Street for assistance. The contact number is 919-684-2642. There will be a fee. The Law School does not issue or keep copies of W-2 forms.

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	Pe T
Total Hours Paid								0.0								0.0	
Total Hours Unpaid								0.0								0.0	
Hours Worked - First Shift								0.0								0.0	

Cost Distribution				
Company Code	Funding Source	ST/SC	Percent	<input type="checkbox"/>
0010	0001573070	6077	100.00	<input type="checkbox"/>

Comments	
Existing:	New:

Time Off Balance
As Of: 05/2
Vacation: <input type="text"/>
Sick: <input type="text"/>
D-Days: <input type="text"/>

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: