

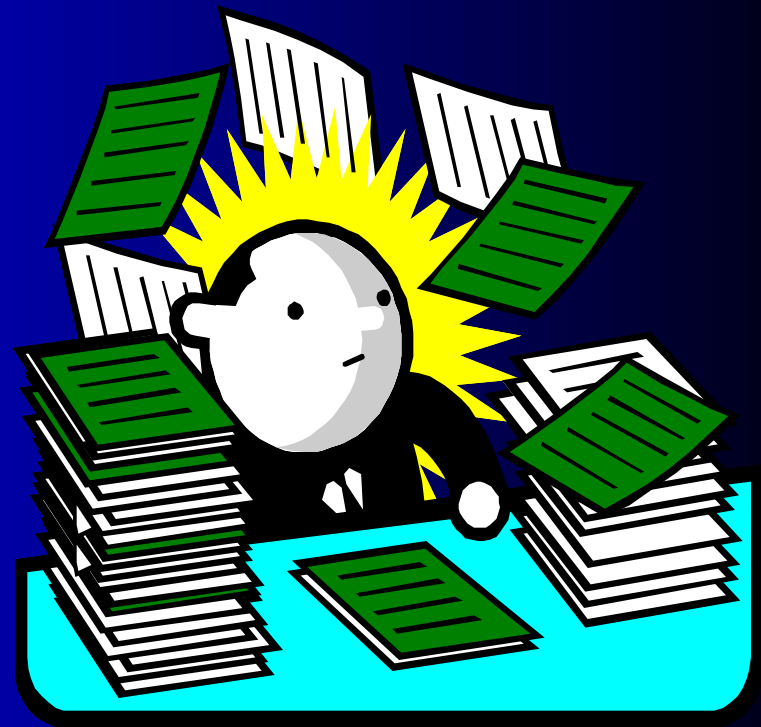
# Duke University Health System



## Nursing Payroll Orientation

# Welcome to Nursing Services and Duke University Health System

The Nursing Payroll staff  
is responsible for  
processing payroll &  
personnel functions for  
approximately 4500  
employees.



# Nursing Payroll Services

In addition to distributing paychecks, we:



# Nursing Payroll Services

**You can now update your information online!**

- Change your name, address and telephone number
- Change your state and/or Federal tax deductions
- Enroll in or change your direct deposit information
- View your pay stubs online
- Save the environment – get your paystub electronically.

**Learn More at** <http://www.work.duke.edu>

# Accessing Duke@Work

To access Duke@Work, go to <http://www.work.duke.edu> from any computer that has internet access. The only time Duke@Work is not available is when Corporate Payroll Services is running a payroll.



## Duke University NetID Services

Please identify yourself to NetID service handleservice at host shibboleth.duke.edu.

Please enter your NetID and password:

NetID:

Password:

Enter

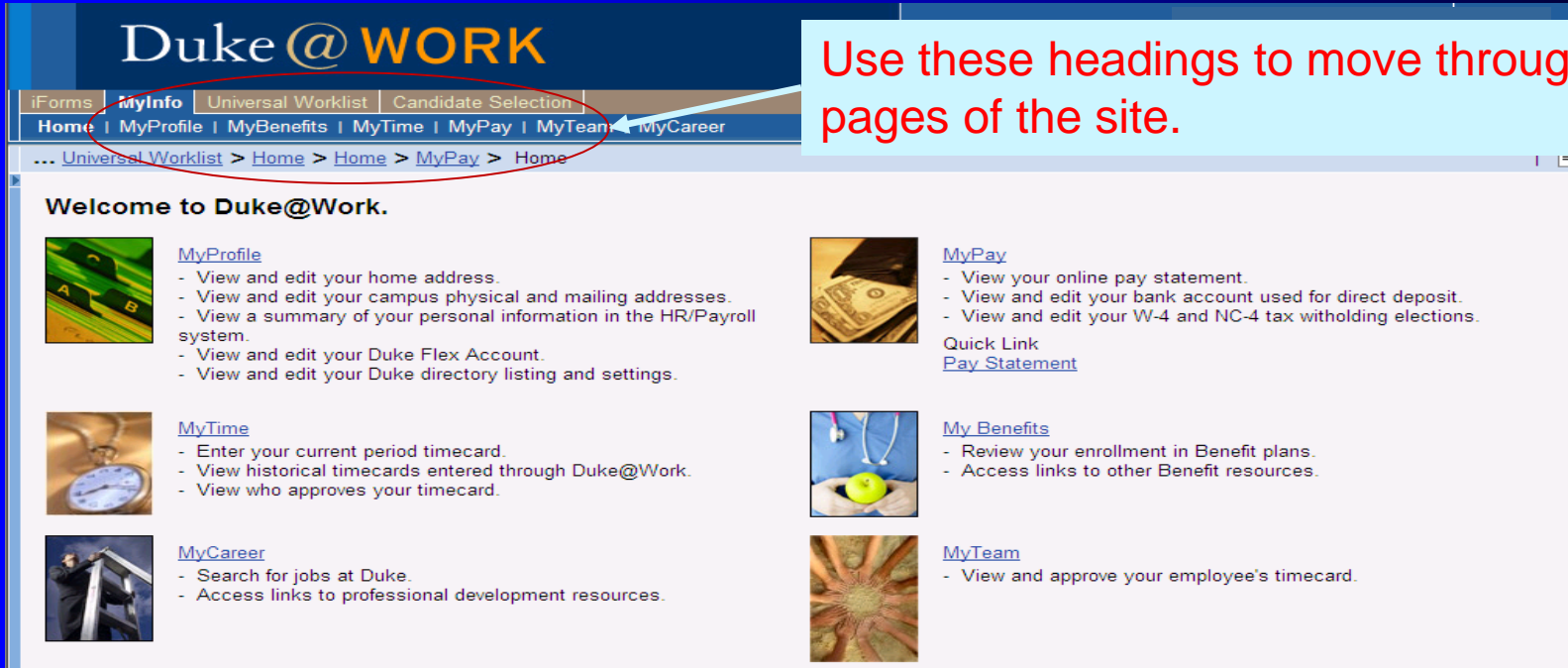
Enter your Netid and password then select **Enter**.

Don't know what a NetID is? Not sure if you have one? [Find out.](#)

Forgot your password? [Click here.](#)

If you forget you NetID, contact OIT at 684-2200. If you forget your password, you can select the link and follow the steps to reset it.

# Main Page Overview



**Duke@WORK**

Home | MyProfile | MyBenefits | MyTime | MyPay | MyTeam | MyCareer

... Universal Worklist > Home > Home > MyPay > Home

**Welcome to Duke@Work.**

**MyProfile**

- View and edit your home address.
- View and edit your campus physical and mailing addresses.
- View a summary of your personal information in the HR/Payroll system.
- View and edit your Duke Flex Account.
- View and edit your Duke directory listing and settings.

**MyTime**

- Enter your current period timecard.
- View historical timecards entered through Duke@Work.
- View who approves your timecard.

**MyCareer**

- Search for jobs at Duke.
- Access links to professional development resources.

**MyPay**

- View your online pay statement.
- View and edit your bank account used for direct deposit.
- View and edit your W-4 and NC-4 tax withholding elections.

Quick Link  
[Pay Statement](#)

**My Benefits**

- Review your enrollment in Benefit plans.
- Access links to other Benefit resources.

**MyTeam**

- View and approve your employee's timecard.

Use these headings to move through the pages of the site.

The **My Info** tab contains links to all the functions within Duke@Work.

- **My Profile** – A variety of personal information contained in the Duke payroll system including the ability for you to update your home address.
- **My Benefits** – Shows the benefits for which you are currently enrolled and allows you to make changes during open enrollment
- **My Pay** – Allows you to view current and past pay statements (prior 7 yrs) and edit direct deposit and tax information.
- **My Career** – Links to current open jobs at Duke.

# Steps for Viewing Pay Statements

## Step 1

To view the most recent pay statement, go to the **Pay Statement** link.

**Duke@WORK**

iForms | **MyInfo** | Universal Worklist | Candidate Selection | ECRT

Home | MyProfile | MyBenefits | MyPay | MyCareer | Open Enrollment

Home > Home

**Welcome to Duke@Work.**

**MyProfile**

- View and edit your home address.
- View a summary of your personal information in the HR/Payroll system.
- View and edit your Duke Flex Account.
- View and edit your Duke directory listing and settings.

Quick Link  
[Duke Flex Account Login](#)

**MyBenefits**

- Review your enrollment in Benefit plans.
- Access links to other Benefit resources.

**MyPay**

- View your online pay statement.
- View and edit your bank account used for direct deposit.
- View and edit your W-4 and NC-4 tax withholding elections.

Quick Link  
[Pay Statement](#)  
[Pay Statement Print Settings](#)

**MyCareer**

- Search for jobs at Duke.
- Access links to professional development resources.

## Step 2

**Duke@WORK**

iForms | **MyInfo** | Universal Worklist | Candidate Selection

Home | MyProfile | MyBenefits | MyPay | MyCareer | Open Enrollment

Home > Home > Pay Statement

Pay Statements are available online from August 2002 forward: [Show Overview](#)

Previous Pay Statement | Next Pay Statement | Exit

Print | Save | Find

DUKE UNIVERSITY/HEALTH SYSTEM  
BIWEEKLY PAYROLL STATEMENT

NAME	DUKE UNIQUE	ORG. KEY	PER. END	CHECK DATE
Duke T Employee	00108368	DDAC	03/01/2009	03/13/2009

VAC HRS	SICK HRS	DDAYS	STB HRS	LTB HRS	COB HRS	FEDERAL STATE	M/S	EXEMPTION
283.2	676.2	16.0	0.0	0.0	0.0	FEDERAL STATE	M M	00 01

GROSS PAY		PRETAX DED		TAXES		DEDUCTIONS	
BASERATE	1,148.41	PARKING	30.50	FED TAX	109.75		
SICK	298.26	TOTAL	30.50	STATE TAX	81.00		
DifprePe	29.63			MEDICARE	20.62		
OVERTIME	6.25			OASDI	88.19		
TOTAL	1,482.55			EIC	0.00		
				TOTAL	299.56		

TAX DEFERRED DEDS	POST TAX RETIREMENT

Select to print statement.

Select to save statement.

Select to view the previous pay statement.

Pay statement link opens up the pay statement in the same format formerly used for paper vouchers.

Employees can scroll down on the right side to access the entire pay statement



# Steps for Setting-up/Changing Direct Deposit

## Step 1


**Duke@WORK**

iForms | **MyInfo** | Universal Worklist | Candidate Selection | ECRT

Home | MyProfile | MyBenefits | MyPay | MyCareer | Open Enrollment

Home > Home


### Welcome to Duke@Work.



[MyProfile](#)


- View and edit your home address.
- View a summary of your personal information in the HR/Payroll system.
- View and edit your Duke Flex Account.
- View and edit your Duke directory listing and settings.

Quick Link  
[Duke Flex Account Login](#)



[My Benefits](#)


- Review your enrollment in Benefit plans.
- Access links to other Benefit resources.



[MyPay](#)

- View your online pay statement.
- View and edit your bank account used for direct deposit.
- View and edit your W-4 and NC-4 tax withholding elections.

Quick Link  
[Pay Statement](#)  
[Pay Statement Print Settings](#)



[MyCareer](#)

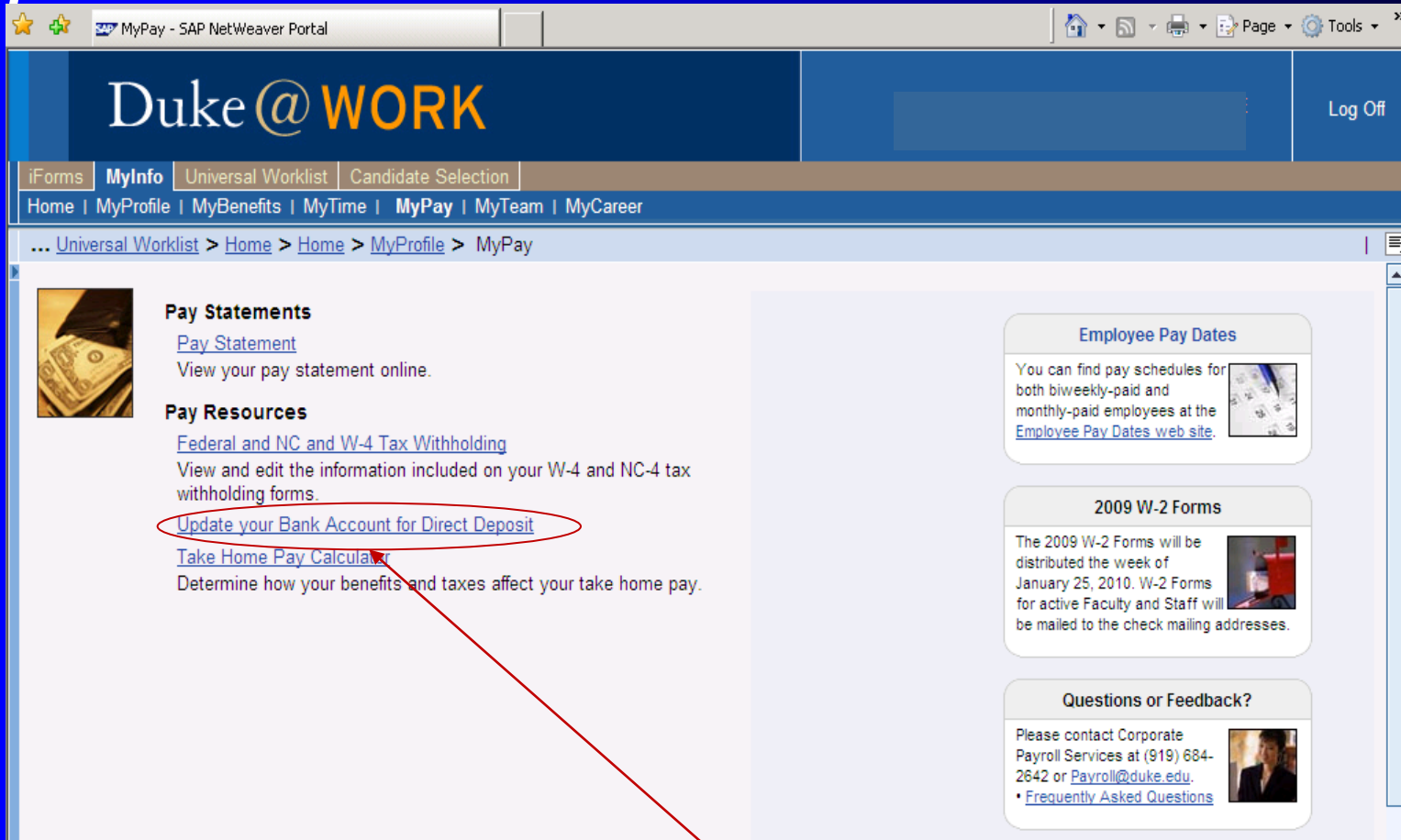
- Search for jobs at Duke.
- Access links to professional development resources.

To set-up/update your direct deposit information, go to the **My Pay** link on the **My Info** page at Duke@Work.

***Please note – you cannot cancel direct deposit via Duke@Work .***

# Steps for Setting-up/Changing Direct Deposit

## Step 2



The screenshot shows the Duke@WORK MyPay portal. The browser address bar indicates the URL is MyPay - SAP NetWeaver Portal. The page header includes the Duke@WORK logo and a Log Off button. The navigation bar contains links for iForms, MyInfo, Universal Worklist, and Candidate Selection. Below this, a secondary navigation bar lists Home, MyProfile, MyBenefits, MyTime, MyPay, MyTeam, and MyCareer. The breadcrumb trail shows the path: ... Universal Worklist > Home > Home > MyProfile > MyPay. The main content area is divided into two columns. The left column contains sections for Pay Statements (with a link to Pay Statement), Pay Resources (with links to Federal and NC and W-4 Tax Withholding, Update your Bank Account for Direct Deposit, and Take Home Pay Calculator), and a red arrow pointing to the 'Update your Bank Account for Direct Deposit' link. The right column contains sections for Employee Pay Dates, 2009 W-2 Forms, and Questions or Feedback?.

MyPay - SAP NetWeaver Portal

Duke@WORK

Log Off

iForms MyInfo Universal Worklist Candidate Selection

Home | MyProfile | MyBenefits | MyTime | **MyPay** | MyTeam | MyCareer

... Universal Worklist > Home > Home > MyProfile > MyPay

**Pay Statements**  
[Pay Statement](#)  
View your pay statement online.

**Pay Resources**  
[Federal and NC and W-4 Tax Withholding](#)  
View and edit the information included on your W-4 and NC-4 tax withholding forms.  
[Update your Bank Account for Direct Deposit](#)  
[Take Home Pay Calculator](#)  
Determine how your benefits and taxes affect your take home pay.

**Employee Pay Dates**  
You can find pay schedules for both biweekly-paid and monthly-paid employees at the [Employee Pay Dates web site](#).

**2009 W-2 Forms**  
The 2009 W-2 Forms will be distributed the week of January 25, 2010. W-2 Forms for active Faculty and Staff will be mailed to the check mailing addresses.

**Questions or Feedback?**  
Please contact Corporate Payroll Services at (919) 684-2642 or [Payroll@duke.edu](mailto:Payroll@duke.edu).  
• [Frequently Asked Questions](#)

***Go to the pay statement link.***

## Step 3

# Duke@WORK

[iForms](#) [MyInfo](#) [Universal Worklist](#) [Candidate Selection](#)

[Home](#) | [MyProfile](#) | [MyBenefits](#) | [MyPay](#) | [MyCareer](#)

[Home](#) > [Home](#) > [MyPay](#) > Update Your Bank Account for Direct Deposit

1

2

3

4

OverviewEditReview and SaveConfirmation

Changing your direct deposit information requires electronic verification of your new routing information with the bank. The system will automatically determine the earliest effective date possible to allow time for this verification.

**Your direct deposit can only be stopped by completing a paper form and submitting it to the Corporate Payroll Services Office at 705 Broad Street for processing.**

[Stop Direct Deposit Form](#)

Main bank

Payee: GWENDOLYN K HALL-DIFABIO

Bank Name: SUNTRUST NCDURHAM

Account Number: 0000 [REDACTED]

Edit

Previous StepExit

Modifying your direct deposit information is a four step process. Use this guide to ensure you have completed all four steps and that your changes have been saved in the payroll system.

Select this link if you need to cancel your direct deposit.

Your current banking information is listed. Select "Edit" to make a change or "Exit" to return to the My Pay page.

# Step 4

**Duke@WORK**

iForms | **MyInfo** | Universal Worklist | Candidate Selection

Home | MyProfile | MyBenefits | **MyPay** | MyCareer

Home > Home > MyPay > Update Your Bank Account for Direct Deposit

1 Overview 2 **Edit** 3 Review and Save 4 Confirmation

Memo: 080989430 0014409843 1436

9-digit ABA / Routing Number Account Number

Please note that the routing and account numbers must be obtained from a pre-printed check. The routing numbers on starter checks for new accounts and deposit slips often vary from the actual bank routing number and will not be accepted by the banking institution.

**Main bank**

Payee: GWENDOLYN K HALL-DIFABIO

Bank Number: 053100465

Account Number: 0000 ☒ Checking ☐ Savings ☐ None

Previous Step **Review** Exit

Please double check the accuracy of your account number before selecting the Review Button.

Enter your new bank routing number and/or account number along with the account type.

Bank routing numbers are matched against a file of all banks in the Continental US. Double check account numbers.

Select "**Review**" to move to the next step of the process. Your change will not be saved if you do not complete this step of the process.

## Step 5

**Duke@WORK**

iForms | **MyInfo** | Universal Worklist | Candidate Selection

Home | MyProfile | MyBenefits | **MyPay** | MyCareer

Home > Home > MyPay > Update Your Bank Account for Direct Deposit

1 Overview 2 Edit 3 **Review and Save** 4 Confirmation

**Verify the Bank data below**

**Main bank**

Payee: GWENDOLYN K HALL-DIFABIO

Bank's American Bankers' Association Number: 053100465

Bank Account Number: 0001

Account Type: Checking Account

Valid from 8/1/2009

◀ Previous Step **Save** Exit

Please double check the accuracy of your account number before selecting the Save Button.

This date confirms the beginning of the pay period in which the change is valid.

Once you've made your change, review your information to verify it is accurate.

If you've made an error, go back to the previous step.

You must select "**Save**" to confirm your change. If you exit prior to selecting "Save", your change will not be made in the payroll system.

## Step 6

**Duke@WORK**

iForms | **MyInfo** | Universal Worklist | Candidate Selection

Home | MyProfile | MyBenefits | **MyPay** | MyCareer

Home > Home > MyPay > Update Your Bank Account for Direct Deposit

1 Overview — 2 Edit — 3 Review and Save — **4 Confirmation**

The changes you made to your Bank data were saved

**What do you want to do next?**  
[Go to Bank Information Overview](#)

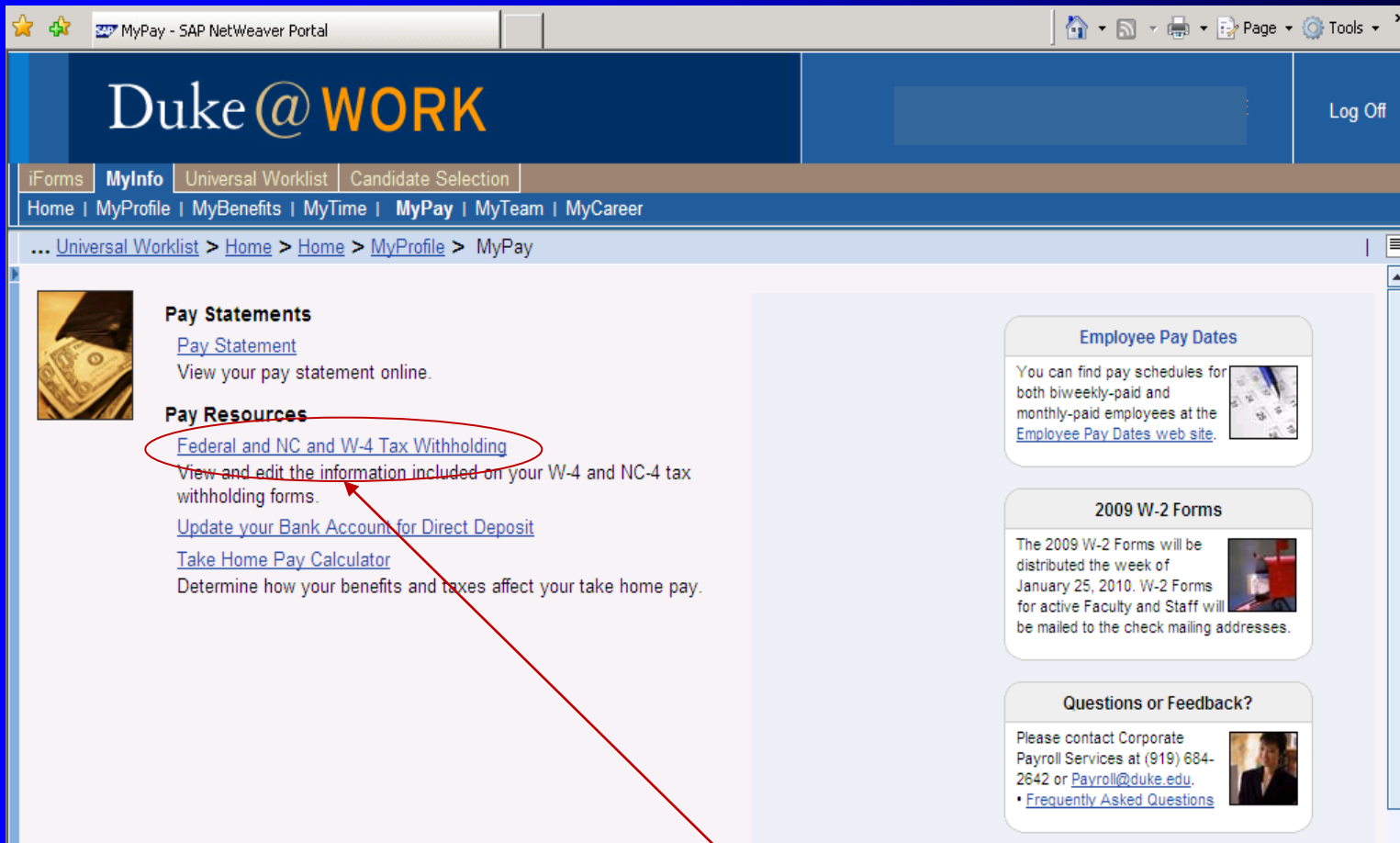
**Main bank**

Payee: GWENDOLYN K HALL-DIFABIO  
Bank's American Bankers' Association Number: 053100465  
Bank Account Number: 0000402160983  
Account Type: Checking Account  
Valid from 8/1/2009

This final step confirms that your change was saved in the payroll system.

The **Valid** date is the beginning of the pay period for which the direct deposit will be effective. If direct deposit was canceled via a paper form, you will receive a live check until the pay date for that pay period. If you are changing accounts, your payment will be sent to your previous account until the pay date for that pay period.

# Accessing Tax Withholding Forms



The screenshot shows the Duke@WORK MyPay portal. The browser address bar indicates the URL is MyPay - SAP NetWeaver Portal. The portal header includes the Duke@WORK logo and a Log Off button. The navigation bar contains links for iForms, MyInfo, Universal Worklist, and Candidate Selection. Below this, a breadcrumb trail shows the path: Home > MyProfile > MyPay. The main content area is divided into two columns. The left column has a 'Pay Statements' section with a 'Pay Statement' link and a 'Pay Resources' section. The 'Pay Resources' section contains four links: 'Federal and NC and W-4 Tax Withholding' (circled in red), 'Update your Bank Account for Direct Deposit', 'Take Home Pay Calculator', and a description of how benefits and taxes affect take home pay. The right column has three sections: 'Employee Pay Dates' with a link to the 'Employee Pay Dates web site', '2009 W-2 Forms' with information about distribution, and 'Questions or Feedback?' with contact information for Corporate Payroll Services. A red arrow points from the 'Federal and NC and W-4 Tax Withholding' link to the instruction bar at the bottom.

MyPay - SAP NetWeaver Portal

Duke@WORK

Log Off

iForms MyInfo Universal Worklist Candidate Selection

Home | MyProfile | MyBenefits | MyTime | MyPay | MyTeam | MyCareer

... Universal Worklist > Home > Home > MyProfile > MyPay

**Pay Statements**  
[Pay Statement](#)  
View your pay statement online.

**Pay Resources**  
[Federal and NC and W-4 Tax Withholding](#)  
View and edit the information included on your W-4 and NC-4 tax withholding forms.  
[Update your Bank Account for Direct Deposit](#)  
[Take Home Pay Calculator](#)  
Determine how your benefits and taxes affect your take home pay.

**Employee Pay Dates**  
You can find pay schedules for both biweekly-paid and monthly-paid employees at the [Employee Pay Dates web site](#).

**2009 W-2 Forms**  
The 2009 W-2 Forms will be distributed the week of January 25, 2010. W-2 Forms for active Faculty and Staff will be mailed to the check mailing addresses.

**Questions or Feedback?**  
Please contact Corporate Payroll Services at (919) 684-2642 or [Payroll@duke.edu](mailto:Payroll@duke.edu).  
• [Frequently Asked Questions](#)

**Go to the tax withholding link.**

***Click on Edit button to change deductions***

The screenshot shows the 'Overview' step of a four-step process (Overview, Edit, Review and Save, Confirmation) for editing W4 deductions. The user is BERNARD RICE. The page displays federal and North Carolina tax information. Red circles highlight the 'Edit' buttons for both sections.

**Duke@WORK** Welcome BERNARD RICE Log Off

iForms | **MyInfo** | Universal Worklist | Candidate Selection

Home | MyProfile | MyBenefits | MyTime | **MyPay** | MyTeam | MyCareer

... MyPay > Home > Paycheck Inquiry Service > MyPay > W4

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Based on the payroll cycle, the system will automatically determine the earliest effective date possible for the update to your tax withholding elections.

**FEDERAL**

Filing Status: MARRIED  
No. of Exemptions: 02  
**Edit**

**NORTH CAROLINA**

Filing Status: MARRIED OR QUALIFYING WIDOW(ER)  
No. of Exemptions: 02  
**Edit**

Previous Step Exit

***Review, save and confirm changes***

The screenshot shows the 'Review and Save' step of the four-step process. The user is BERNARD RICE. The page displays the W4 Tax Withholding Data and a Declaration section. The 'Filing Status' dropdown is set to 'MARRIED'.

**Duke@WORK** Welcome BERNARD RICE Log Off

iForms | **MyInfo** | Universal Worklist | Candidate Selection

Home | MyProfile | MyBenefits | MyTime | **MyPay** | MyTeam | MyCareer

... MyPay > Home > Paycheck Inquiry Service > MyPay > W4

1 Overview 2 Edit 3 Review and Save 4 Confirmation

**FEDERAL**

**W4 Tax Withholding Data**

Tax Authority: FED Filing Status: MARRIED

No. of Exemptions: 02

Additional Withholding: 0.00 USD

**Declaration**

☐ Declaration

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

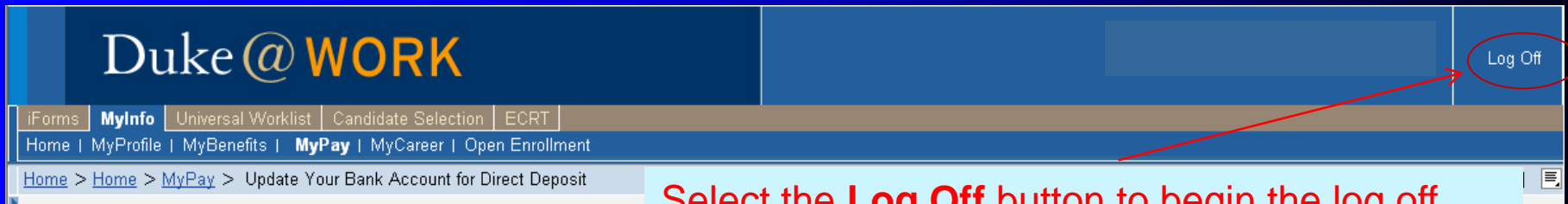
Previous Step Review Exit



## Logging – Off

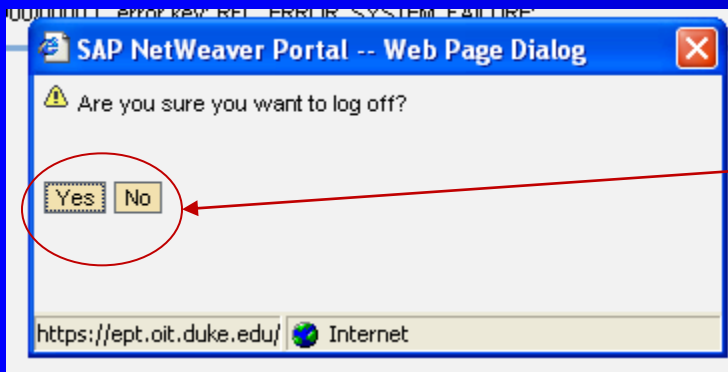
*All three steps below must be completed to successfully log off Duke@Work.*

### Step 1



Select the **Log Off** button to begin the log off process.

### Step 2



Select "**yes**" to continue the log off process.  
Select "**no**" to return to Duke@Work.

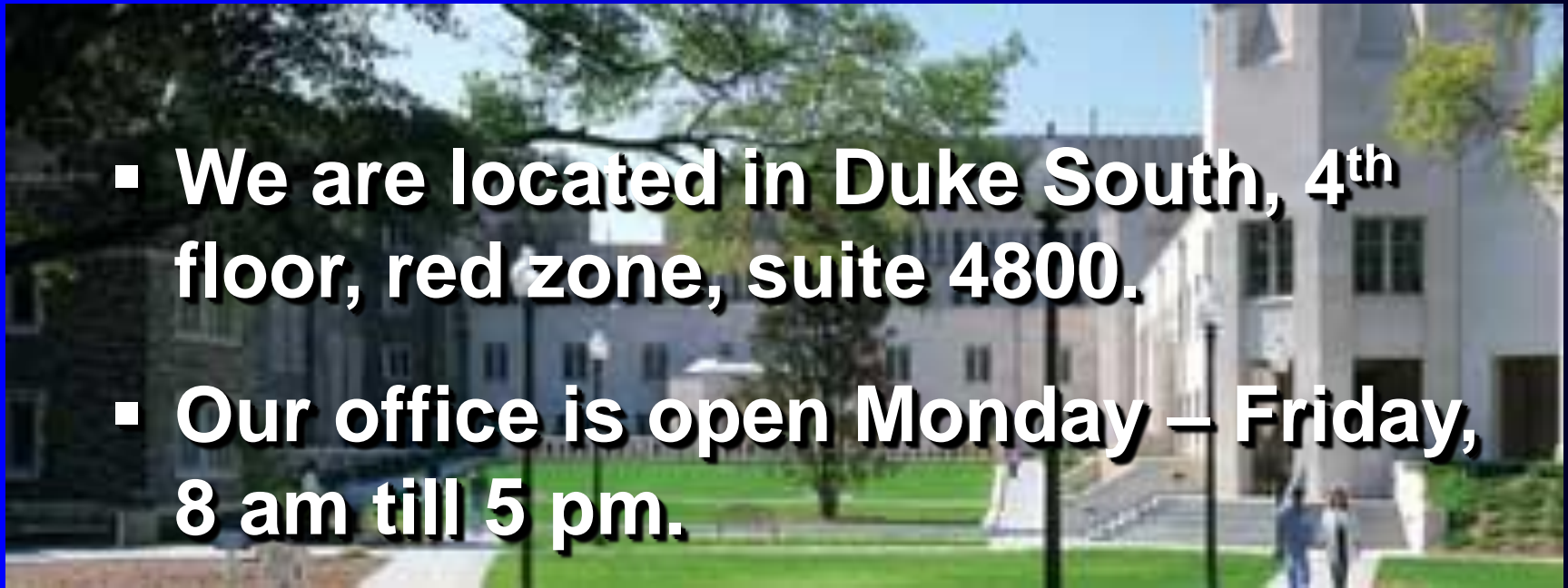
### Step 3



Select "**Yes, log me out**" to log off.  
Select "**No, do not log out**" to return to Duke@Work.

# Nursing Payroll Offices

- We are located in Duke South, 4<sup>th</sup> floor, red zone, suite 4800.
- Our office is open Monday – Friday, 8 am till 5 pm.



# Badges

**Every employee is issued a Duke University Health System identification badge.**

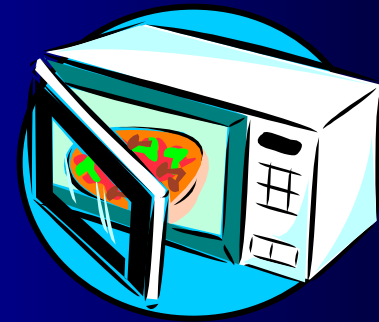
**On the back of the badge, under the bar code, is the employee's unique ID number (6 digits). An issue number (01, 02, etc.) is to the left of the words "Duke Card".**

**You will use this badge to clock in and out.**

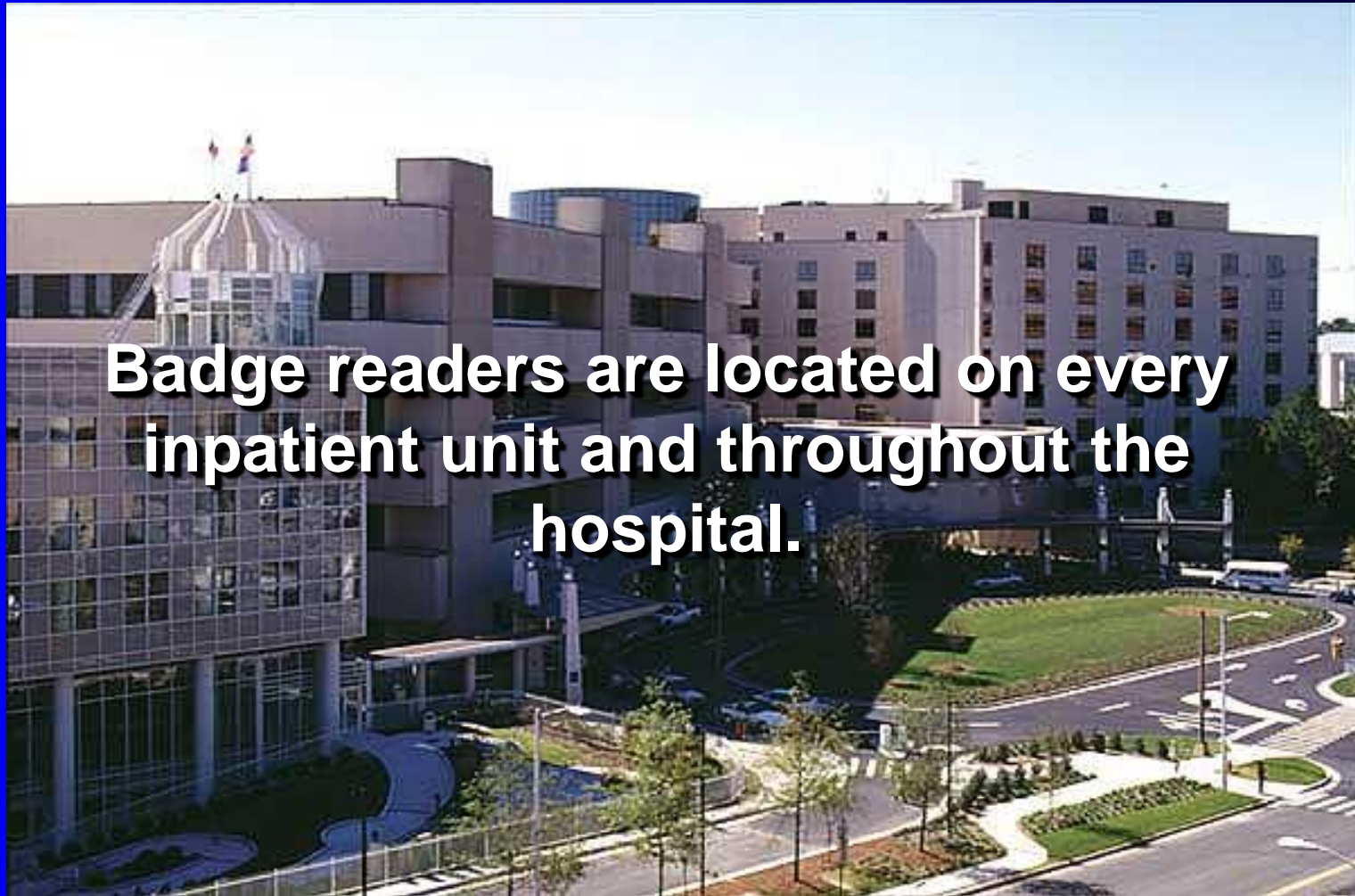


**Remember!**

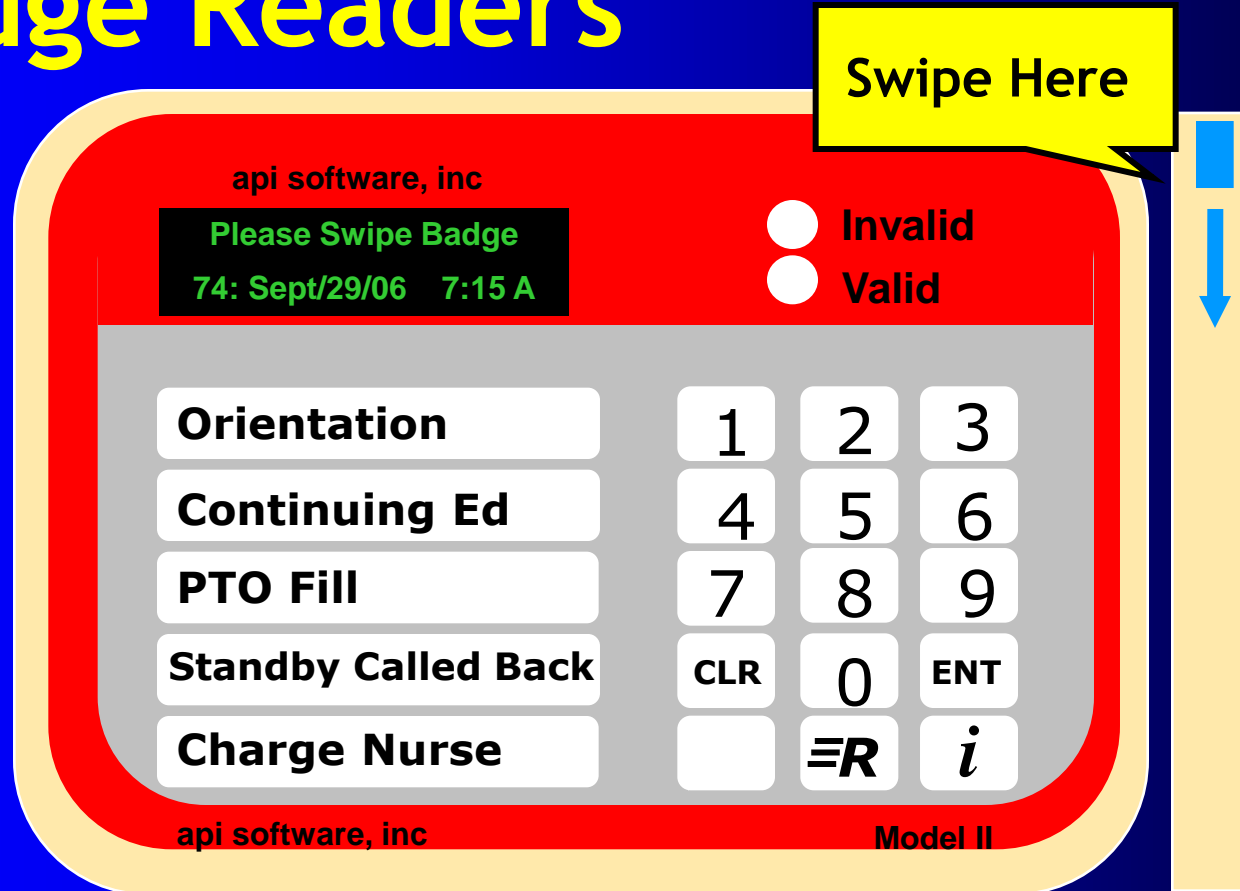
**Do NOT**



# Badge Readers



# Badge Readers



- Swipe your badge from top to bottom with the magnetic strip facing the blue rectangle.
- With the new badge readers, a voice will tell you "*Transaction Accepted*" a few seconds after you swipe.
- If you swipe in at an older model badge reader, you will hear a "beep" for a valid swipe. Two (2) "beeps" means your swipe was not valid – try again.



# ReportXpress

**ReportXpress** is an automated, electronic payroll system. Employees clock in and out on badge readers. ReportXpress also calculates and keeps track of PTO (*paid time off*).

All time is electronically transmitted to Corporate Payroll at 705 Broad Street. Supervisors and/or managers review and approve time online.

Staff can check their PTO balances online or by phone. If it is your unit's policy, you can also clock in/out by phone or online.

# Accessing TimePC

Go to: <https://stellar.oit.duke.edu/wwwtimepc/welcome.asp> from any computer that has internet access.



## Duke University NetID Services

Please identify yourself to NetID service handleservice at host shibboleth.duke.edu.

Please enter your NetID and password:

NetID:

Password:

Enter your NetID and password then select **Enter**.

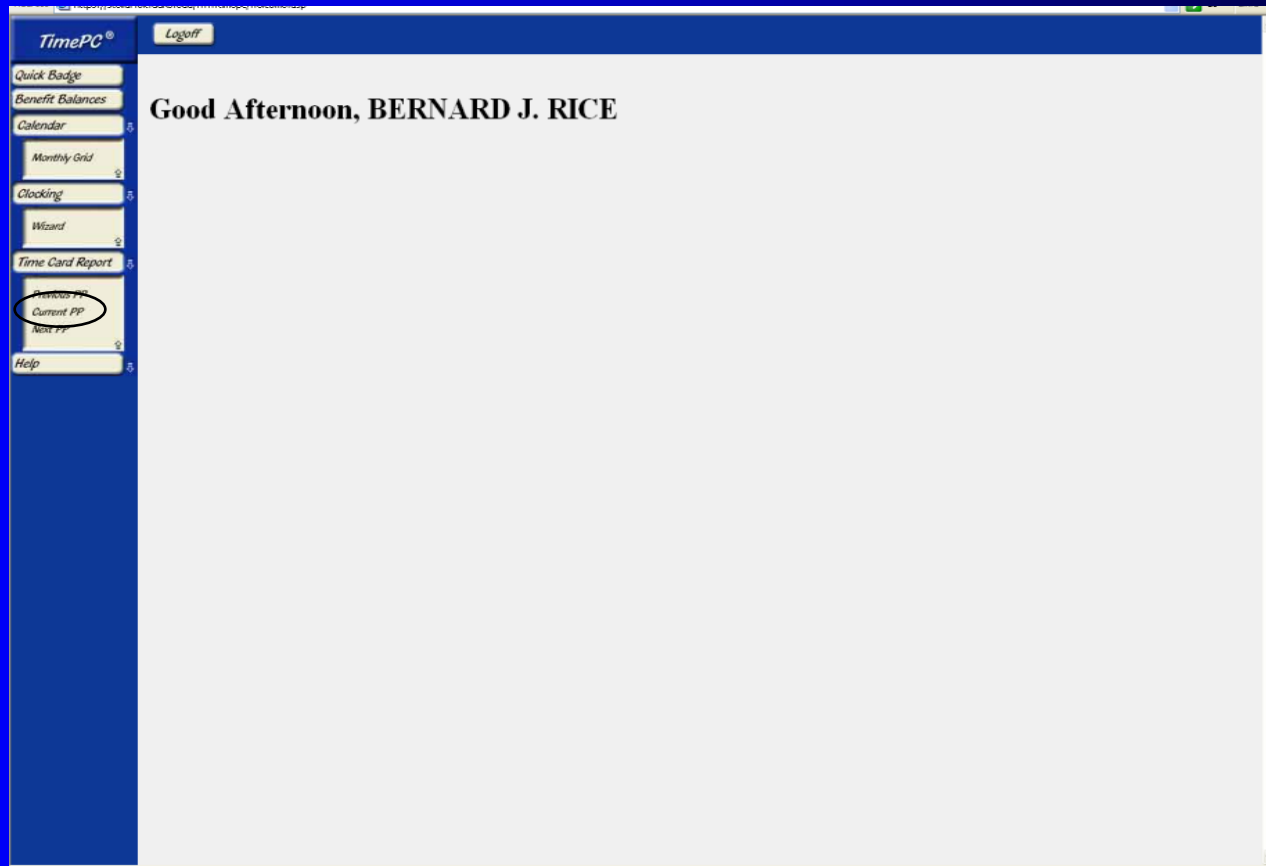
Don't know what a NetID is? Not sure if you have one? [Find out.](#)

Forgot your password? [Click here.](#)

If you forget you NetID, contact OIT at 684-2200. If you forget your password, you can select the link and follow the steps to reset it.



# Accessing TimePC



# Accessing TimePC

Duke University Health System Time Card Report for Pay Period: 12/07/2009 - 12/20/2009

Number: \_\_\_\_\_ Dept/CC: 000002560 Facility: 001 Page - 1  
 Name: \_\_\_\_\_ Supervisor Number: \_\_\_\_\_  
 Employee: \_\_\_\_\_  
 This time card report was approved by \_\_\_\_\_ on 12/21/2009 11:54:57

## Pay Code Summary

Pay Code	REGN	WKND
CNWD	24.70	97.50
WKND		12.40

## User Defined Pay Code Summary

Total Hours	Regular Hours	W/E Premium Hours	Non-Productive Hours
97.50	97.50	12.40	0.00
Other 24.70			

## Clockings Summary

Date	Time	Special Codes	Lun Total	CNWD	REGN	WKND	Fac	Dept/CC	JC/Pos	Pos Cd	CLK No
In MO 12/07/2009	1853		0.50	12.30	12.30		1	2431	004270	0	732
Out MO 12/08/2009	0742						1	2431	004270	0	732
In TU 12/08/2009	1914		0.50	11.70	11.70		1	2431	004270	0	732
Out TU 12/09/2009	0725						1	2431	004270	0	732
In WE 12/09/2009	1857		0.50	12.20	12.20		1	2424	004270	0	618
Out WE 12/10/2009	0736						1	2424	004270	0	618
In TH 12/10/2009	1858		0.50	12.20	12.20		1	1161	004270	0	436
Out TH 12/11/2009	0739						1	1161	004270	0	436
In FR 12/11/2009	1859		0.50	12.30	12.30		1	2442	004270	0	432
Out FR 12/12/2009	0748						1	2442	004270	0	432
In SA 12/12/2009	1857		0.50	12.40	12.40	12.40	1	2459	004270	0	603
Out SA 12/13/2009	0751						1	2459	004270	0	603
Week 1 Total			73.10	24.70	73.10	12.40					
In MO 12/14/2009	1903		0.50	12.10	12.10		1	2430	004270	0	704
Out MO 12/15/2009	0736						1	2430	004270	0	704
In TU 12/15/2009	1859		0.50	12.30	12.30		1	2459	004270	0	603
Out TU 12/16/2009	0749						1	2459	004270	0	603
Week 2 Total			24.40		24.40						
Grand Total			97.50	24.70	97.50	12.40					

## Calendars Summary

Date	Time	Code	Hours	Code	Adj	Fac	Dept/CC	JC/Pos	Pos Cd	CLK No
MO S12/07/2009	1900	SCHED	12.50			1	2431	004024	0	
TU S12/08/2009	1900	SCHED	12.50			1	2431	009950	0	
WE S12/09/2009	1900	SCHED	12.50			1	2424	004270	0	
TH S12/10/2009	1900	SCHED	12.50			1	1161	004270	0	
FR S12/11/2009	1900	SCHED	12.50			1	2442	004270	0	
SA S12/12/2009	1900	SCHED	12.50			1	2459	004024	0	
MO S12/13/2009	1900	SCHED	12.50			1	2430	004270	0	
TU S12/15/2009	1900	SCHED	12.50			1	2459	004025	0	
Grand Total										

## Benefits Summary

Category	Begin Bal	Ending Bal	Eligibility Date	Acc	Previous Taken	Sub	Acc	Current Taken	Sub	Acc	Year To Date Taken	Sub
Short Term PTO	18.7736	28.0036	06/28/2009	9.23	48.00	48.00	9.23	0.00	0.00	119.8736	101.1000	101.1000
Long Term PTO	0.0000	0.0000	03/30/2009	0.00	0.00	0.00	0.00	0.00	0.00	0.0000	0.0000	0.0000
Carry Over Bank	0.0000	0.0000	03/30/2009	0.00	0.00	0.00	0.00	0.00	0.00	0.0000	0.0000	0.0000

## Employee Information Summary

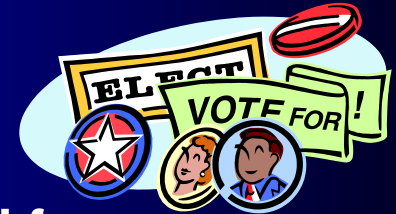
Status	A	Hire Date	03/30/2009	Daily Hrs	12.00	EP Group	1	Union	NU
Type	H	Term Date		Approved Hrs	72.00	JC/Pos	004270	Grade	02
Class	02	Birth Date		Daily OT Hrs	0.00	Unit		Status Code	HP
Shift	01	Seniority	HOURLY	Wk/EP OT Hrs	40.00	Lun Len	A	Payroll Group	DHP9
Title				Phone #					

# Adjustment Sheets

Employee Name	Date	*Time In	*Time Out	PTO HRS	Reason For Adjustment	Employee Signature	Supv/Mgr

- Adjustment sheets are located in each department.
- Your manager/supervisor uses the adjustment sheets to make any changes that need to be recorded in ReportXpress.

# PTO/Paid Time Off



Hours in your **short-term bank (STB)** can be used for vacation, sick time, elections, funerals or personal time. The maximum number of hours you can accumulate in your STB is 440 or 55 days.



Hours in your **long-term bank (LTB)** can be used for personal illness or family medical leave (FML) after 56 hrs/7 days have been deducted from your STB. The maximum number of hours you can accumulate in your LTB is 960 or 120 days.



# Shifts



1 <sup>st</sup> Shift	7 am – 3 pm
2 <sup>nd</sup> Shift	3 pm – 11 pm
3 <sup>rd</sup> Shift	11 pm – 7 am

**Shift employees who work the majority of their hours within the shift window will be paid the applicable premium for all hours worked.**

# Access the HR Website's Premium Page Go to:

<https://www.hr.duke.edu/managers/performance/DUHS/pay/premium/index.php>

**Duke HUMAN RESOURCES**

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Quick Links

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New Staff Orientation

> Performance Management  
Pay & Performance (University)  
> Pay & Performance (DUHS)  
Achieving Our Goals  
About Performance  
About Pay  
Pay Bands  
Premium Pay  
Determining Pay Rates  
PRN Programs  
PPR System & Forms  
Support Resources  
Frequently Asked Questions

## Premium Pay

DUHS pay premiums are applicable to primary hours for all biweekly classifications at DUHS and Private Diagnostic Clinic (PDC).

### Qualifying Rules

- **Daily Work Schedule** - Shift and Weekend Premiums are not capped at the daily work schedule.
- **Shift & Weekend Premium Eligibility** - The majority hour rule applies across DUHS for all biweekly classifications except secondary and working out of position.
- **Pyramiding** - Premium pay is provided for eligible primary hours even during "overtime" hours ("Pyramiding")

### Premiums

**Second Shift Premium: 3pm to 11pm**  
All DUHS staff who work more than half of their work schedule between 3:00pm to 11:00pm are paid second shift premium for all hours worked. Shift premium amounts are determined by the pay band that the classification is assigned

Pay Band	Premium Amount
B	\$1.10
C	\$2.00
D	\$2.75
E+	\$3.00
Clinical RN*	\$3.50

**Third Shift Premiums: 11pm to 7am**  
All DUHS staff who work more than half of their

Pay Band	Premium Amount
----------	----------------


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## Welcome to Duke@Work.



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- View and edit your home address.
- View a summary of your personal information in the HR/Payroll system.
- View and edit your Duke Flex Account.
- View and edit your Duke directory listing and settings.

Quick Link  
[Duke Flex Account Login](#)



[My Benefits](#)


- Review your enrollment in Benefit plans.
- Access links to other Benefit resources.



[MyPay](#)

- View your online pay statement.
- View and edit your bank account used for direct deposit.
- View and edit your W-4 and NC-4 tax withholding elections.

Quick Link  
[Pay Statement](#)  
[Pay Statement Print Settings](#)



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- Search for jobs at Duke.
- Access links to professional development resources.

**My Profile>Profile Summary : Organizational Data :  
Job Level (lower left corner)**


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[Duke Flex Account Login](#)  
 View and edit your Duke Flex Account.  
[Contact My Payroll Representative](#)  
 Contact your department payroll representative to correct information in your profile summary, to change your check mailing address, and for questions about your pay statement.  
**Duke Directory Resources (Online@Duke)**  
[Edit your Directory Listing](#)  
[Change your NetID Password](#)  
[Edit your privacy settings](#)  
 Set your privacy preferences for email.  
[Set your challenge response questions](#)  
 Set questions and answers used by the Help Desk to confirm your identity.

Questions or Feedback?

Please contact Corporate Payroll Services at (919) 684-2642 ([Payroll@duke.edu](mailto:Payroll@duke.edu)) or Human Resources at (919) 684-5000 ([hr@duke.edu](mailto:hr@duke.edu)).  
[Frequently Asked Questions](#)



Union Leave Date.		Last Day worked.		LOA Effective Date.	
ORGANIZATIONAL DATA					
Position: 50023481 STRATEGIC SERVICES ASSOCIATE				Company Code: 0030	
Per. Area: 2100 DUKE HOSPITAL			Per. Subarea: 0001 EXEMPT		
Employee Group: 1 EXEMPT> = 20 HRS/WK			Employee Subgroup: DU ALL OTHER		
Organizational Unit: 50002607 NURSING SERVICES					
Default Cost Center or WBS Element: 301040010 NURSING SERVICES					
Job: 5102 STRATEGIC SERVICES ASSOCIATE					
Job Family: DUHS01					
Job Level: G2		Pay Range Minimum: \$		Pay Range Maximum: \$	
(Additional Information on Reverse Side of Form)					



# **Your Paycheck**

**Live checks for biweekly employees are distributed at 10 am every other Friday in the Nursing Payroll offices**

**Checks are given to your manager/supervisor for distribution on the unit**

**For safety and convenience, be sure to have your checks deposited directly into your checking account.**

# Questions?

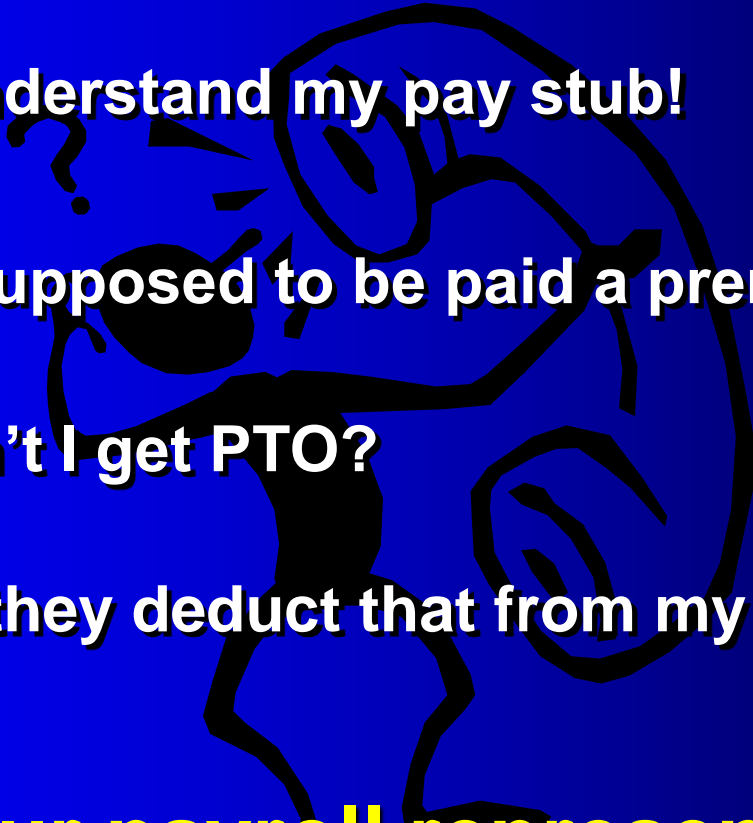
**I don't understand my pay stub!**

**Aren't I supposed to be paid a premium?**

**Why didn't I get PTO?**

**Why did they deduct that from my check?**

**Call your payroll representative –  
that's why we're here!**



A photograph of the Duke University North Tower at night. The building is a tall, curved structure with many windows, some of which are illuminated from within, showing interior lights and furniture. The building is set against a dark night sky. In the foreground, there are some dark, angular structures that appear to be part of the building's architecture or landscaping.

**Thank you for your time and attention.**

**You have our sincere  
congratulations and best wishes  
for a successful and fulfilling career  
at**

**Duke University Health System!**