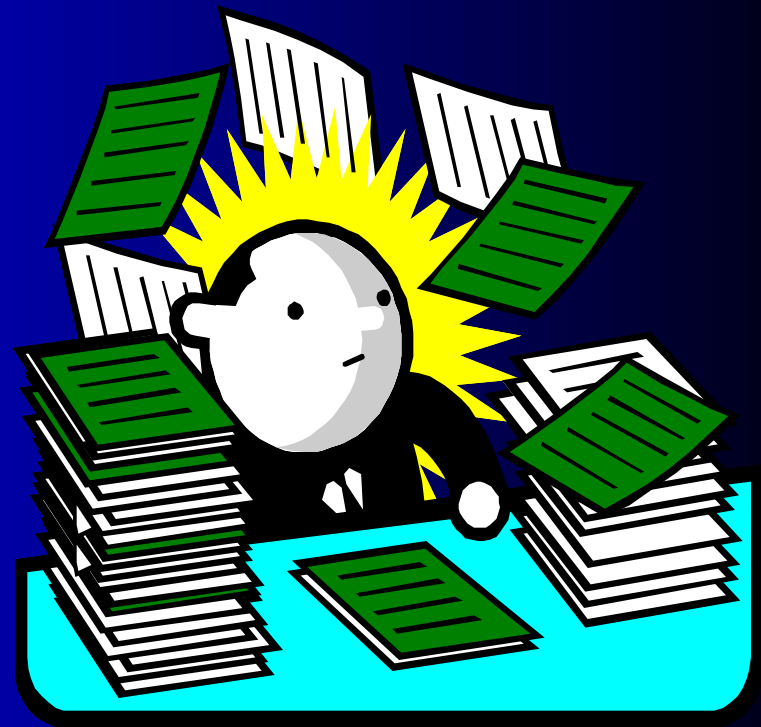# Duke University Health System

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:

Process employee hires, transfers & terminations	**Process any gross adjustments to employee pay**	**Update employee information**

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.

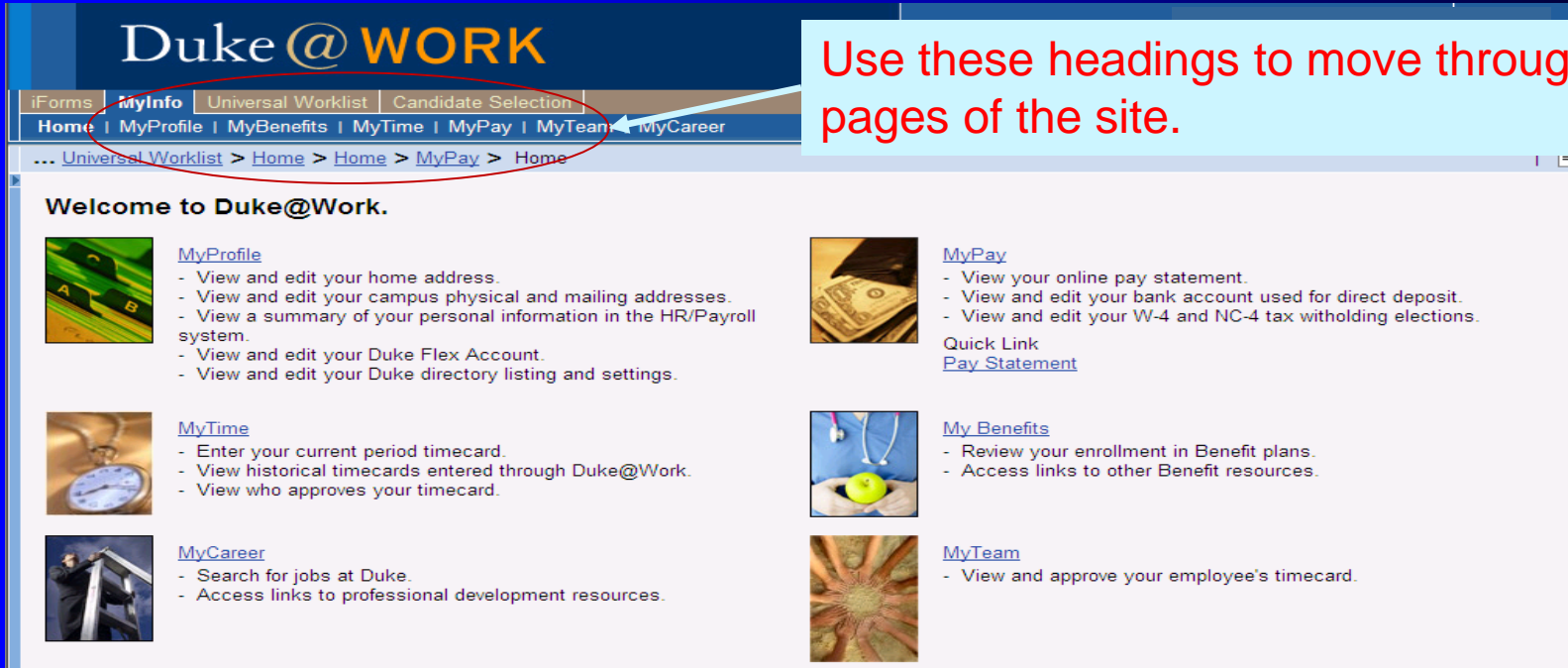Please enter your NetID and password:

NetID: _____

Password: _____

[Enter]

Don't know what a NetID is? Not sure if you have one? Find out.

Forgot your password? Click here.

Enter your NetId and password then select "**Enter**".

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

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.

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

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

```
                    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 |         |M/S | EXEMPTION
 283.2  |  676.2  | 16.0 |  0.0   |  0.0   |  0.0   |FEDERAL  | M  |    00
        |         |      |        |        |        |STATE    | M  |    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
                 |                   |
```

Steps for Setting-up/Changing Direct Deposit

Step 1

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

Go to the pay statement link.

Step 3

Duke @ WORK

Welc

| 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
Overview  Edit   Review and Save   Confirmation
```

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.

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

Select this link if you need to cancel your direct deposit

Main bank

Payee: GWENDOLYN K HALL-DIFABIO
Bank Name: SUNTRUST   NCDURHAM
Account Number: 0000

Edit

◀ Previous Step   Exit

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

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

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

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

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  —
Overview  Edit  Review and Save  Confirmation
```

Verify the Bank data below
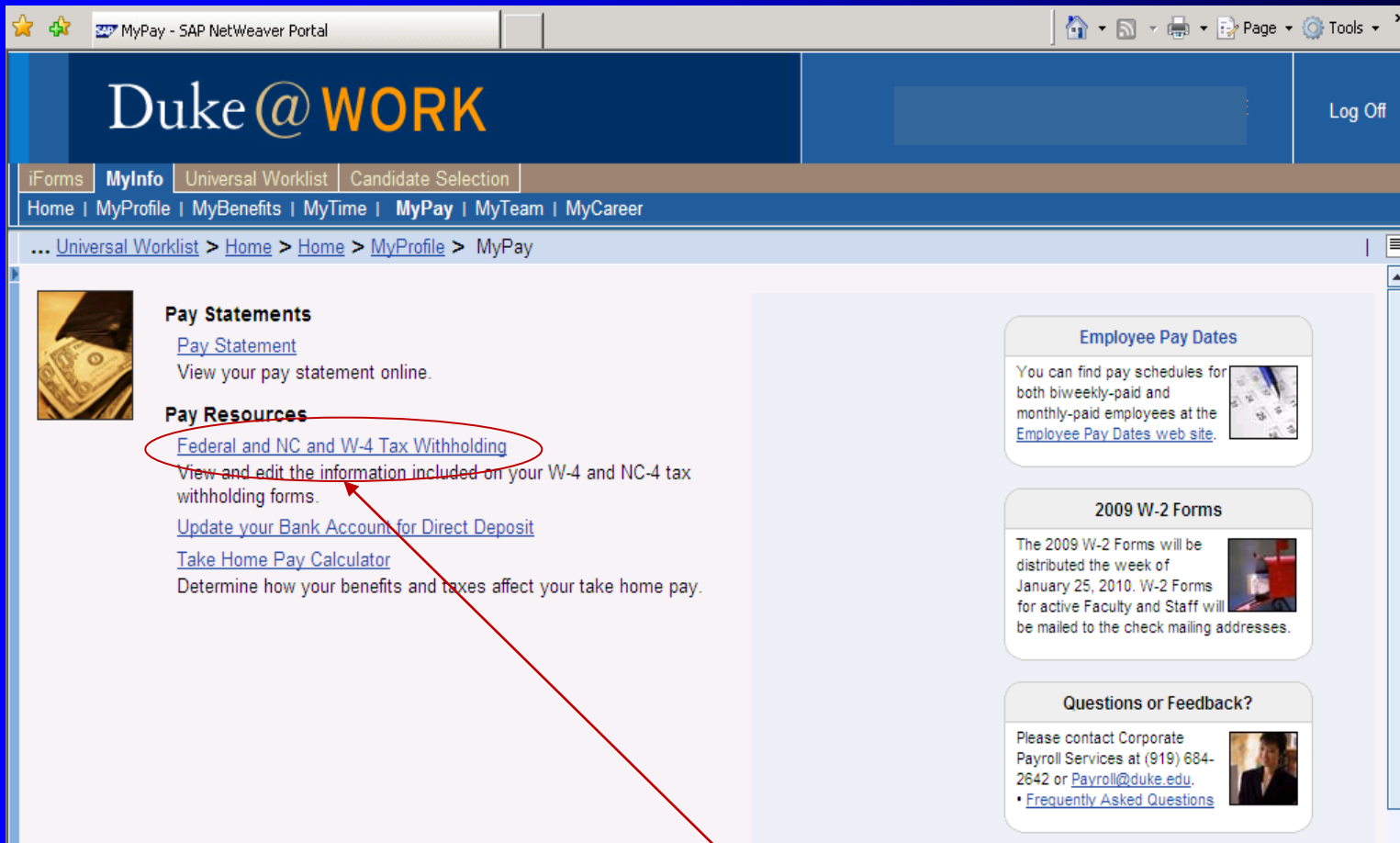
Main bank

Payee: GWENDOLYN K HALL-DIFABIO
Bank's American Bankers' Association Number: 053100465
Bank Account Number: 000I
Account Type: Checking Account
Valid from 8/1/2009

◀ Previous Step   Save   **Please double check the accuracy of your account number before selecting the Save Button.**

Exit

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

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.

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** | |
| Overview | Edit | Review and Save | **Confirmation** | |

ℹ️ The changes you made to your Bank data were saved

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

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	

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

Go to the tax withholding link.

Click on Edit button to change deductions

Review, save and confirm changes
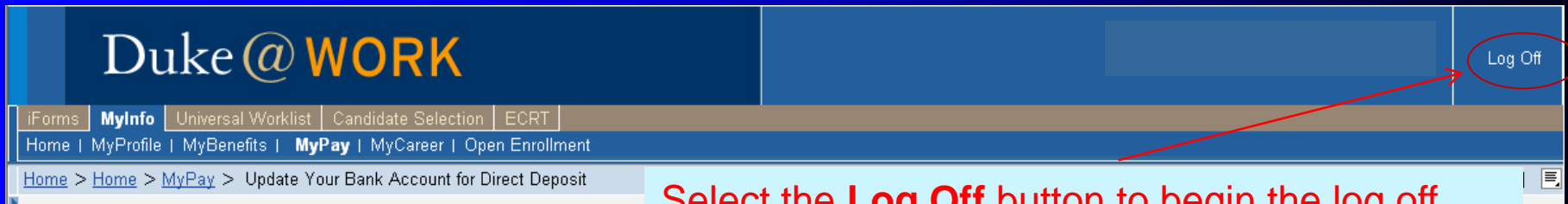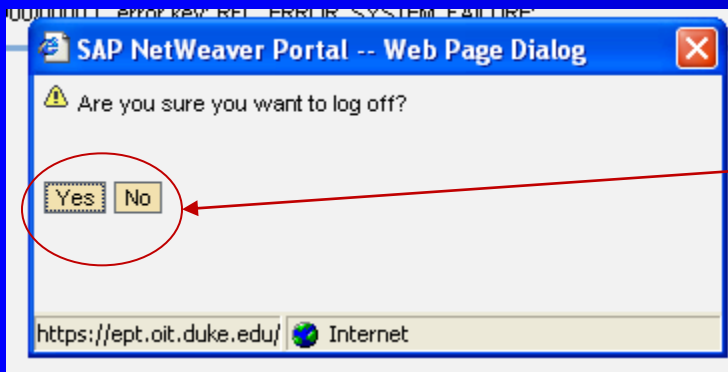
Logging – Off

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.
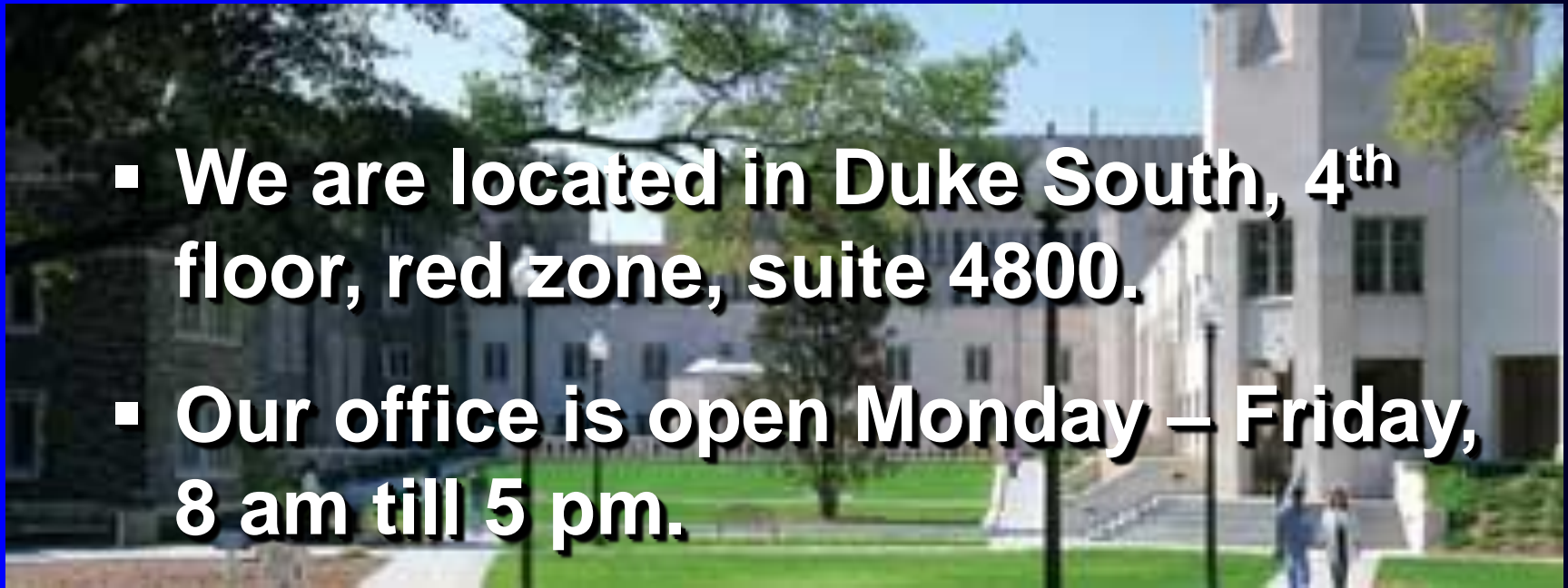Select "**no**" to return to Duke@Work.

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, 4th floor, red zone, suite 4800.**

- **Our office is open Monday – Friday, 8 am till 5 pm.**

Badges

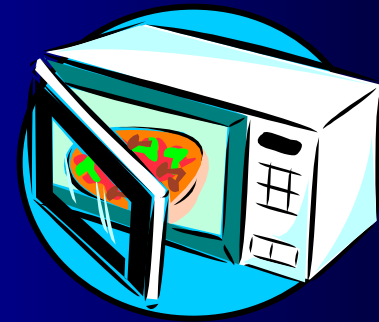Every employee is issued a Duke University Health System identification badge.

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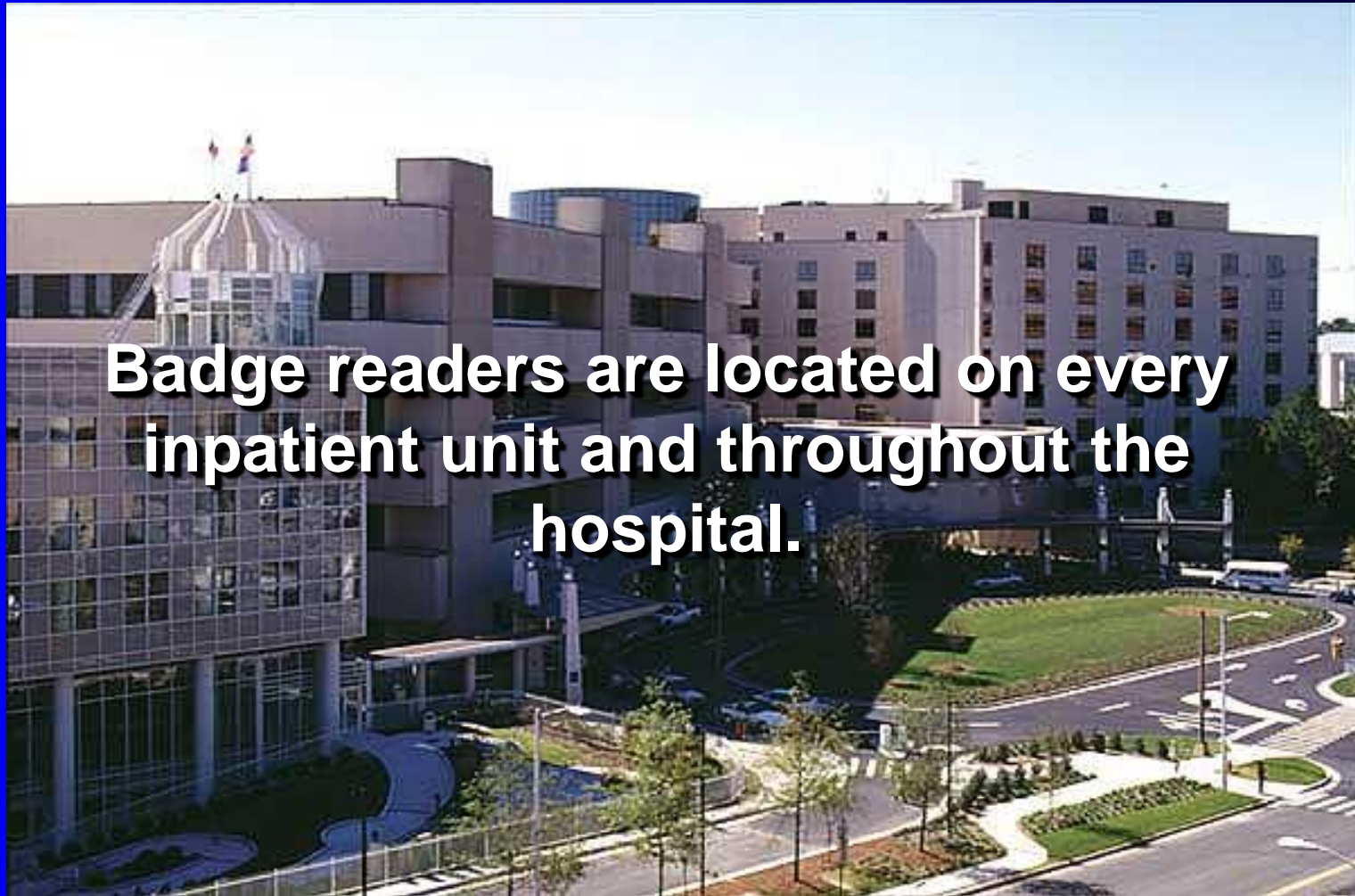
You will use this badge to clock in and out.

Remember!

Do NOT
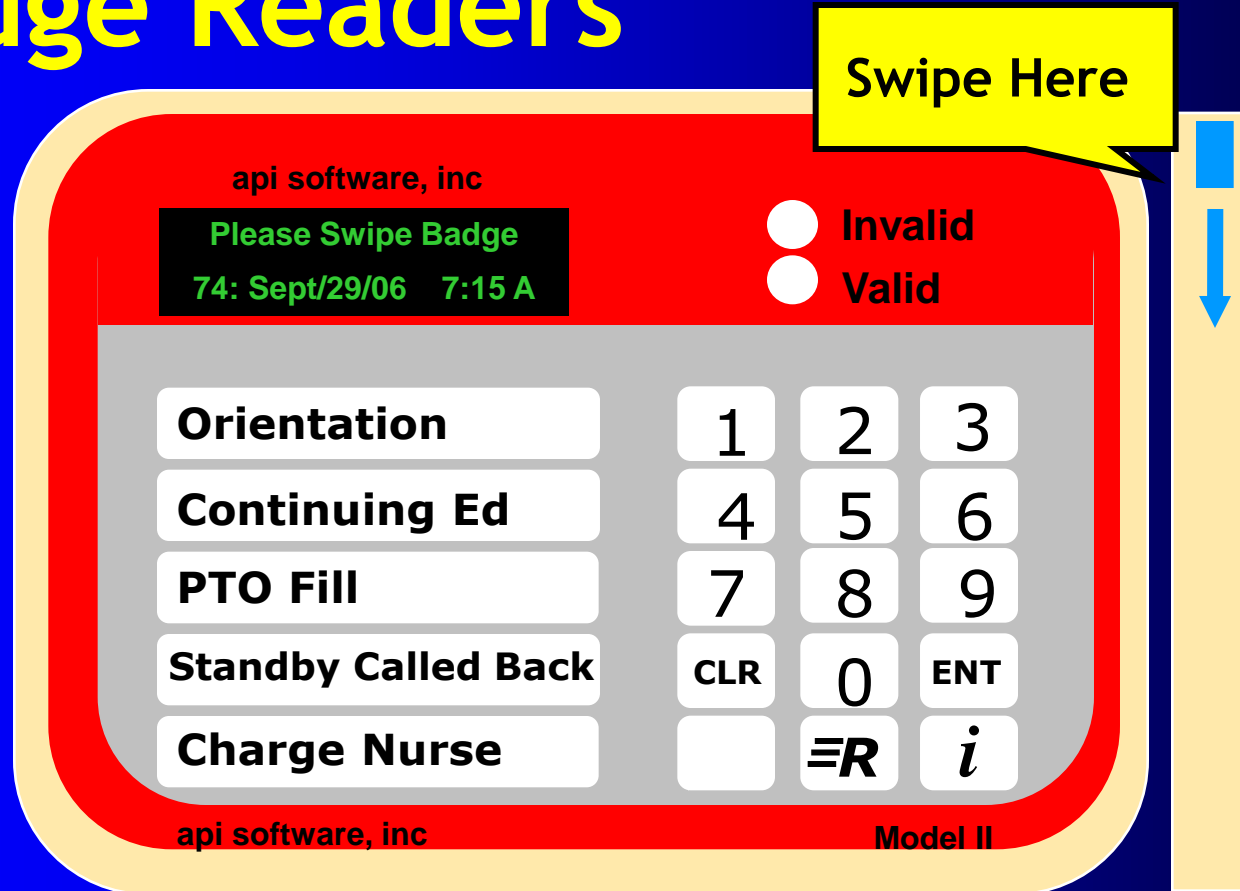
Badge Readers

Badge readers are located on every inpatient unit and throughout the hospital.

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]

Don't know what a NetID is? Not sure if you have one? Find out.

Forgot your password? Click here.

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

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
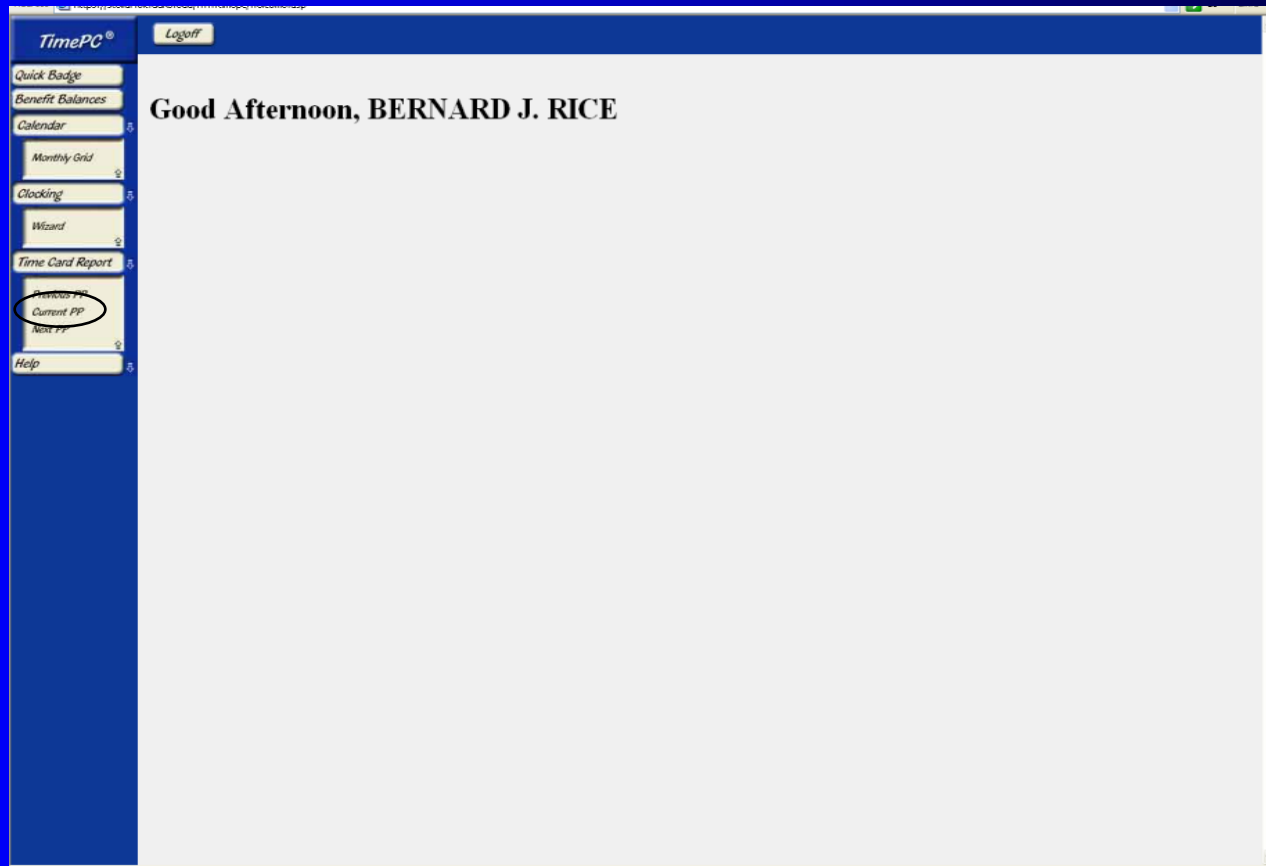
Accessing TimePC

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

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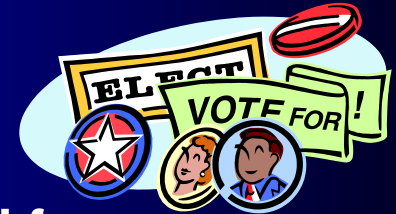
Hours in your **short-term bank (STB)** can be used for vacation, sick time, elections, funerals or personal time. The maximum number of hours you can accumulate in your STB is 440 or 55 days.

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

1st Shift	7 am – 3 pm
2nd Shift	3 pm – 11 pm
3rd 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

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

Duke @ WORK

Log O

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

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

... Home > Staff > Universal Worklist > Home > MyProfile

MyProfile

Update Your Home Address
Update your home address.

Profile Summary
View a summary of your personal information in the HR/Payroll system.

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) or Human Resources at (919) 684-5600 (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.
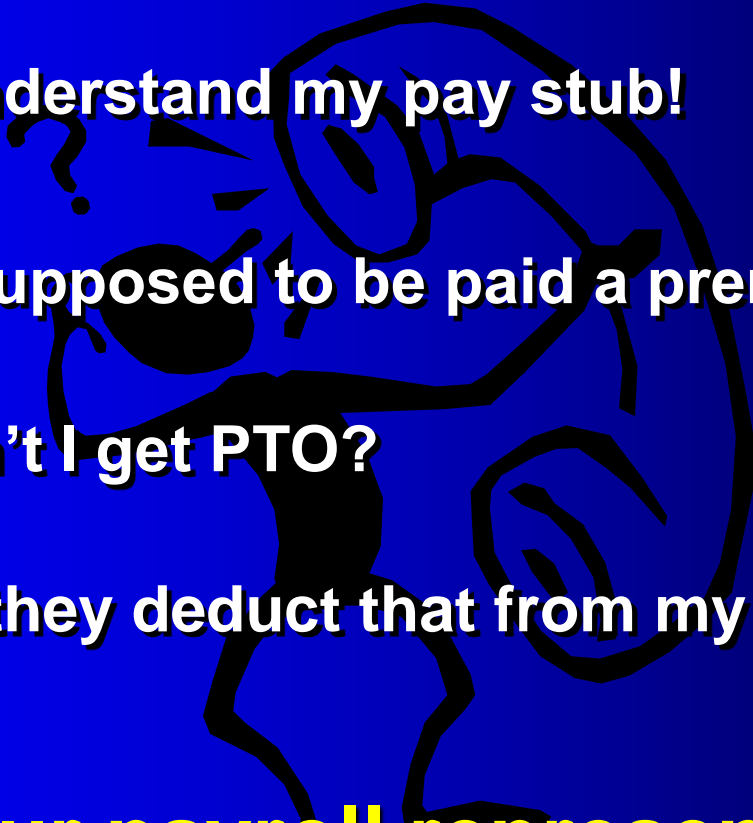
Questions?

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!

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!

Duke North Tower