
Welcome to Duke University Health System! Duke Hospital Administrative Systems and Nursing Payroll Operations office staff is responsible for processing payroll and personnel functions for approximately 4,200 Duke Hospital employees.

The HASNPO office is located in Duke South, 4th floor red zone, Suite 4800 (take red elevator to the 4th floor, turn left, go through double doors on left, office is last door on left). Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Time and Attendance

Time and Attendance is an electronic payroll system that allows staff to input time worked. It pays employees for actual hours worked and keeps track of PTO (paid time off) balances. 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. There are three (3) input methods:

- ❖ Badge readers
- ❖ TimeCall
- ❖ TimePC

Procedures for using TimeCall and TimePC are found on page 3 of this handbook.

Badge Readers

Badge readers are located on every inpatient unit and throughout the hospital. 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 (six digits). An issue number (01, 02, etc.) will also be reflected under the words "Duke Card".

Things to remember in caring for your badge are:

- ❖ Keep your badge in a safe place – away from PCs and microwave ovens.
- ❖ Treat your badge like a credit card.
- ❖ Do not put recognition pins on your badge. Your unit manager can provide you with a clear badge for service pins, recognition pins, etc.
- ❖ Do not use badge as an ice scraper.
- ❖ Do not put badge in the laundry.
- ❖ Do not put badge near a magnet or take in the MRI.

Badging In/Out

- Swipe badge.
- Look for green light.
- Listen for single beep. On the new badge readers, a computer voice will say "Transaction Accepted".

Labeled Function Keys/Hot Keys

- Swipe badge.
- Look for green light.
- Listen for single beep.
- Look for 'Enter Special Code.'
- Press labeled Function Key *. On the new badge readers, simply press the words associated with the Function Key. E.g. PTO Fill. You do not have to press the number 10 as well.
- Press Enter.
- To sign out, repeat these six steps.

Labeled Function Keys/Hot Keys Assignments

- | | |
|------------------------|----|
| • PTO Fill* | 10 |
| • Orientation* | 03 |
| • Stand By Called Back | 07 |
| • Mandatory Cont. Ed. | 09 |

Departmental Floats – Employees who float to different departments

- Go to float dept and swipe in.
- Look for 'Special Code.'
- Press Enter.
- Look for 'Cost Center Number.'
- Enter four-digit number for float department. (The number will be located next to the time clock.)
- Press Enter.
- Look for 'Enter Facility Number.'
- Press Enter.
- Look for 'Data Was Accepted.'
- Follow same steps when swiping out at float department.

Badge Reader

Automating Peripherals

Please Swipe Badge
12: JAN/01/99 2:12 P

● **Invalid**
● **Valid**

PTO Fill

10

1

2

3

Orientation

03

4

5

6

Standby Call Back

07

7

8

9

Man Cont Ed

09

CLR

0

ENT

Swiping Process

- ❖ Swipe your badge from top to bottom with the magnetic strip facing the blue rectangle on the badge reader.
- ❖ A single beep and a green light indicate valid swipes; multiple beeps and a red light indicate invalid swipes. If you receive multiple swipes and a red light when you badge in or out, make sure your badge is turned correctly and you swiped from top to bottom. Try swiping your badge again. If you continue to get the red light, inform your manager
- ❖ A special code or an alternate cost center can also be entered at the badge reader. Be sure to press ENT (enter) after you enter the number for the special code.

Special Codes

SPECIAL CODE	USE WHEN CLOCKING	DESCRIPTION
01	Out	Extended Shift
02	Both	Indirect
03	Both	Orientation
04	Out	Inconvenience Pay
05	Both	Out-of-Position Pay
06	Both	Emergency Called Back
07	Both	Standby – Called Back
08	Both	Continuing Education
09	Both	Mandatory Continuing Education
10	Out	PTO Fill
11	Out	Daylight Savings Time
12	Both	Secondary
13	Both	Dress Time
19	Both	Charge Nurse
20	Both	Preceptor

Time Call

Time Call is an automated phone answering system where employees can clock in and out by telephone. The phone number is 681-1011. A toll free number (1-888-838-5100) is also available for employees who work off-site.

Employee PTO balances and hours worked are also available for review. It's **EASY**. Listen to the prompts and follow the directions.

- ❖ Enter employee number (six digit number located on back of ID badge) then press the pound (#) sign
- ❖ Enter pin number (birth date). The pin number is a four-digit number. If month is one digit, must use 0 (i.e. 0612 – June 12). If date is one digit, must enter 0 (i.e. 1206 = December 6)
- ❖ Press the pound (#) sign
- ❖ Press “1” to badge in.
- ❖ After hearing the time, press the # sign to complete the entry
- ❖ Press “3” for PTO balance information
- ❖ Press “4” for hours worked information **or**

Time PC

Time PC is located on the Duke Health System Employee Internet or any internet provider. The address is:

<http://stellar.oit.duke.edu/wwwtimepc>

- ❖ Enter employee number (six digit number located on back of ID badge).
- ❖ Enter pin number (birth date). The pin number is a four-digit number. If month is one digit, must use 0 (i.e. 0612 – June 12). If the date is one digit, you must enter “0” (i.e. 1206 = December 6).
- ❖ Click on “Login”.

To review your time card, click on **TCR** (TimeCardReport), current or previous pay period. This will display your:

- pay code summary
- detailed clocking
- employee information and
- PTO summary.

ALWAYS click “**logoff**” to end the session.

Time & Attendance Adjustment Sheet

Employee Name	Date	Time In*	Time Out*	PTO Hours	Reason for Adjustment	Employee Signature	Supv/Mgr

* "Time In" & "Time Out" are in military time, e.g. 1400 = 2 pm

Time and Attendance System Adjustment Sheet

Adjustment Sheets are located in each department. The supervisor and/or manager uses the Adjustment Sheets to make any necessary changes in ReportXpress (i.e. employee fails to badge in/out, PTO, etc.). Once the adjustment has been made, the supervisor and/or manager initials the adjustment sheet.

Military time is required for time in and time out.

Paid Time Off (PTO)

PTO is one unified system that includes vacation, sick, holiday, funeral leave and election time. Three PTO banks are shown on your time report in ReportXpress.

Short-term bank (STB)

- ❖ The short-term bank can be used for vacation, holiday, sick, funeral leave, election time, etc.
- ❖ Fifty-five (55) days or 440 hours is the maximum number of days allowed in the short-term bank.
- ❖ If you terminate and have at least one year of service, you will receive 100% of accrued/unused STB hours. If your service is greater than 90 calendar days, but less than one year, you receive 50% of accrued/unused STB hours.
- ❖ Upon retirement you will receive 100% of accrued/unused STB.
- ❖ If your service at Duke is for less than 90 days, any accrued PTO hours will **not** be paid.

Long-term bank (LTB)

- ❖ Hours in the long-term bank may be used for personal illness or family medical leave after 7 days or 56 hours have been deducted from the STB.
- ❖ The maximum number of days allowed in the LTB is 120 days or 960 hours.
- ❖ Each year in November, staff members have the opportunity to sell hours not used from the LTB at 50% of their base rate of pay at the time it is cashed in. Payment is made in January of the following year and is included in a biweekly and/or monthly paycheck.
- ❖ If you terminate, you will not receive payment for LTB hours.
- ❖ Upon retirement only, 100% of accrued/unused LTB (lump sum) will be paid at the employee's current rate of pay.

Carry Over bank (COB)

- ❖ Hours in the carry over bank may be used for personal illness or family medical leave after 7 days or 56 hours have been deducted from the STB.
- ❖ Biweekly employees who retire will have hours in the COB applied to credited years of service for the Employee Retirement Program.

PTO ACCRUAL RATES FOR FULL-TIME EMPLOYEES

Biweekly PTO Accrual Rates

Years of Service	Months ACC. Per Pay Period	Hourly ACC. Rate	Expected Annual Hours	Expected Annual Days
Less than 5	9.23	.115375	240	30
5 - 10 years	10.76	.134500	280	35
Greater than 10 years	12.30	.153750	320	40

Monthly PTO Accrual Rates

Years of Service	Months ACC. Per Pay Period	Hourly ACC. Rate	Expected Annual Hours	Expected Annual Days
Less than 5	23.33	.134615	280	35
Greater than 5 years	26.66	.153846	320	40

Shifts

1st Shift 7:00 am – 3:00 pm
2nd Shift 3:00 pm – 11:00 pm
3rd Shift 11:00 pm – 7:00 am

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

Attached information can be found on the HR website:
<https://www.hr.duke.edu/managers/performance/DUHS/pay/premium/index.php>

[HR Home](#) >> [Managers](#) >> [Performance Management](#) >> [Pay and Performance](#) >> [About Pay](#) >> [Premium Pay](#)

Health System Guidelines for 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 work schedule between 11:00pm to 7:00am are paid third 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	\$1.50
C	\$2.60
D	\$3.65
E+	\$3.90
Clinical RN*	\$4.00

Weekend Premium (non-nursing)

The weekend for non-nursing, non-weekend option staff is defined as first shift Saturday (7:00am Saturday) through third shift Sunday (7:00am Monday). The premiums listed include both the weekend

Pay Band	1st	2nd	3rd
B	\$1.20	\$2.30	\$2.70
C	\$1.90	\$3.90	\$4.50
D	\$1.90	\$4.65	\$5.55

differential and shift differential.

E	\$2.20	\$5.20	\$6.10
F+	\$2.50	\$5.50	\$6.40

Clinical RN* Weekend Premium

The weekend for non-weekend option clinical nurse staff is defined as second shift Friday (3:00pm Friday) through 7:30am Monday.

1st	2nd	3rd
\$4.50	\$8.00	\$8.50

Staff must work a minimum of two (2) hours per continuous shift within the weekend window to be eligible for the weekend premium. The premiums listed include both the weekend differential and shift differential.

Weekend Option (non-nursing)

The weekend for non-nursing weekend option staff is defined as second shift Friday (3:00pm Friday) through third shift Sunday (7:00am Monday).

For additional detail on usage and eligibility, see the [non-nursing Weekend Option guidelines](#).

Pay Band	1st	2nd	3rd
B	\$3.25	\$4.35	\$4.75
C	\$4.95	\$6.95	\$7.55
D	\$5.90	\$8.65	\$9.55
E	\$5.90	\$8.90	\$9.80
F+	\$5.90	\$8.90	\$9.80

The premiums listed include the weekend option differential, weekend differential and shift differential.

Weekend Option - Clinical RN*

The weekend option for clinical nurse weekend staff is defined as first shift Saturday (7:00am Saturday) through 7:30am Monday. Staff must work a minimum of two (2) hours per continuous shift within the weekend window to be eligible for the weekend premium.

1st	2nd	3rd
\$10.00	\$12.00	\$13.50

For additional detail on usage and eligibility, see the Nursing Structure Standards.

The premiums listed include the weekend option differential, weekend differential and shift differential.

Holiday Premium

The holiday is defined as 11:00pm the day prior to the designated holiday to 10:59pm on the actual designated holiday

Time worked paid at time and one-half

Standby Pay (On Call)

Applies to staff that are on standby call for the potential return to work.

\$2.00 per hour for each hour on standby

Standby Pay (Called In)

Staff member continues to receive standby pay for time worked if called in.

Two (2) hours minimum pay if called in

Emergency Call Back

Applies to staff member not on Standby who is called to return to work.

Time worked paid at time and one-half when called in - two (2) hours minimum if called in

Preceptor - Clinical RN*

Premium provided to clinical nurses who serve as preceptors to new nurses.

\$1.00 per hour

Charge - Clinical RN*

Premium provided to clinical nurses who serve in a charge capacity at the unit level.

\$2.00 per hour

DUHS Supplemental Pay Premiums

Supplemental premiums provided to eligible staff who meet the defined criteria in [this summary](#).

**Clinical RN includes — Clinical Nurse I, II, III and IV (4023, 4024, 4025 and 4026); Clinical Nurse, PRN (4231); Clinical Nurse, Transfer Center (4237); Nursing Resource Pool (4280); Clinical Lead, RN (4262); Clinical Nurse, Float Pool (4270, 4520, 4525)*

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 for the last 5 years

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 processing 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:

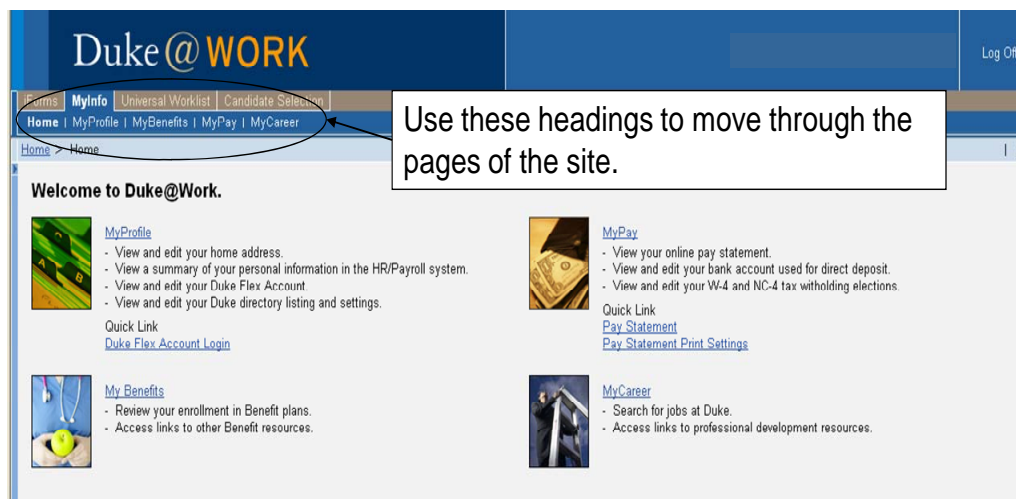
Enter your NetID and password then select "Enter".

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

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

If you forget your 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



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 and edit direct deposit and tax information.
- My Career – Links to current open jobs at Duke.

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: 0000402160983

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.

Nursing Payroll Staff

Iris Nottingham, Administrative Assistant

Phone number: 681-3894

E-mail: iris.nottingham@duke.edu

Areas of Responsibility

- 5100/5200/5300
- Behavioral Physiology
- Children Health Center
- 7700
- PICU
- IV Team
- Emergency Services Administration
- Fetal Diagnostic
- Health Arts Network Duke
- Lenox Baker
- Women's Services
- ICN (Intensive Care Nursery)
- LDRP
- Ped Unit Support
- Peds GI
- Psychiatric Clinic
- Transfer Center/Bed Control
- Rankin
- Williams
- ECT
- Center for Living-Wellness

Licia McDonald, Administrative Assistant

Phone number: 681-8260

E-mail: Licia.McDonald@Duke.edu

Areas of Responsibility

- 2100/2200/2300
- 7800/8200
- 8100/8300
- 9100/9300
- 9200/ABMT
- Adult Bone Marrow Transplant Support
- Outpatient Volunteer Services
- AOO Med/Surg/Critical Care
- AOO Oncology
- Transplant Services
- AOO-Facility Service
- Pheresis Laboratory
- International Patient Center
- Infection Control Center
- Medical Outpatient Treatment Room
- Oncology Recreation Therapy
- Patient Information Services
- Patient Transport. Services
- Patient & Visitor Relations
- Clinics 1A, 1B , 1C, 1G, Prostate
- Sr. AOO Specialty CSU
- Cancer Patient Support
- Brain Tumor Clinic

Danielle Newhouse, Administrative Assistant

Phone number: 681-2575

E-mail: danielle.newhouse@duke.edu

Areas of Responsibility

- Neuroscience/Orthopedics
- 4100/4200/4300
- 6100/6300
- 7100/7200/7300/Heart Station
- Cardiac MRI (North and South)
- Center of Excellence
- Clinical Neurophysiology Lab
- Heart Administration
- 3100/3200/3300
- Physiologic Monitoring
- Clinical Cardiology
- Neurology Clinics

Linda Sweeney, Administrative Assistant

Phone number: 681-4221

E-mail: Linda.M.Sweeney@duke.edu

Areas of Responsibility

- Accreditation
- Advance Practice Nursing
- Ambulatory Surgery Center
- CNO Administration
- Decedent Affairs
- Emergency Services
- Eye Center Operating Room/PACU/Preop
- Hosp Education
- Life Flight/Life Care
- Nutrition Services
- Nursing Recruitment
- Operating Room
- Pastoral Services
- Patient Resource Management
- Perianesthesia (PACU)
- Periop Administration
- Short Stay Unit
- Social Work
- Trauma Services
- Life Flight/Life Care

Sarah Williams, Administrative Assistant

Phone Number: 681-1731

E-mail: Sarah.Williams@duke.edu

Areas of Responsibility

- Internal Resource Staffing Pool
- Central Staffing Office (IOP)
- Duke Outpatient Clinic
- Pickens (Duke Family Medicine)
- Wound Management
- Wound Mgmt Center
- Duke Ambulatory Clinics (Hospital Based)
- AOO Ambulatory Services

Duke University Health System Employees that work in an area not listed above, are advised to contact your specific health system Entity (DRH, DHRH, DPC, etc...) to confirm entity specific information.

2012 BIWEEKLY PAYROLL SCHEDULE

Pay Period	Pay Date	Pay Period	Pay Date
Dec 19 – Jan 1	Jan 13	Jul 2 – Jul 15	Jul 27
Jan 2 – Jan 15	Jan 27	Jul 16 – Jul 29	Aug 10
Jan 16 – Jan 29	Feb 10	Jul 30 – Aug 12	Aug 24
Jan 30 – Feb 12	Feb 24	Aug 13 – Aug 26	Sept 7
Feb 13 – Feb 26	Mar 09	Aug 27 – Sep 9	Sept 21
Feb 27 – Mar 11	Mar 23	Sep 10 – Sep 23	Oct 05
Mar 12 – Mar 25	Apr 06	Sept 24 – Oct 07	Oct 19
Mar 26 – Apr 8	Apr 20	Oct 08 – Oct 21	Nov 02
Apr 9 – Apr 22	May 4	Oct 22 – Nov 04	Nov 16
Apr 23 – May 6	May 18	Nov 5 – Nov 18	Nov 30
May 7 – May 20	Jun 01	Nov 19 – Dec 02	Dec 14
May 21 – Jun 3	Jun 15	Dec 03 – Dec 16	Dec 28
Jun 4 – Jun 17	Jun 29	Dec 17 – Dec 30	Jan 11
Jun 18 – Jul 1	Jul 13	Dec 31 – Jan 13	Jan 25

2012 MONTHLY PAYROLL SCHEDULE

Pay Period	Pay Date
January	Jan 25
February	Feb 24
March	Mar 23
April	Apr 25
May	May 25
June	Jun 25
July	Jul 25
August	Aug 24
September	Sep 25
October	Oct 25
November	Nov 23
December	Dec 21

2011 Holiday Schedule

New Year's Holiday	Sunday	January 1(mon.1/2)
Martin Luther King Jr. Holiday	Monday	January 16
Memorial Day	Monday	May 28
Independence Day	Wednesday	July 4
Labor Day	Monday	September 3
Thanksgiving Day	Thursday	November 22
Christmas Day	Tuesday	December 25