TIME CARD INSTRUCTIONS
FOR UGRADS ON BIWEEKLY PAYROLL

How to Get Paid

First, complete the hire process.
Do not start working until the hire process is complete.

Complete the appropriate time card by the deadline for the pay period.
  • Online time card if you are in a primary position with CS, or
  • Paper secondary time card if you are in a secondary position with CS

Online Time Card
  • Complete the online time card if you are in a primary position with CS.
  • The online time card must be completed by the deadline for each pay period (the system will not allow you to complete prior or future time cards online.
  • See Cheryl Wallace if you miss the deadline.
  • Go to Duke@Work http://www.hr.duke.edu/selfservice/ to log on with your NetID and password.
  • Instructions (video) on completing online time card is located at https://finance.duke.edu/resources/training/payroll/student/
  • Please do not enter anything in the comments section. Please communicate with your supervisor using another method.
  • The new time card is usually available by the middle of the first week of the pay period.

Secondary Paper Time Cards (buff color)
  • Complete a paper secondary time card if you are in a secondary position with CS
  • New paper time cards (buff color) will be placed in the rolling cart outside LSRC D312 on the 1st Monday of the pay period (or as available)
  • Sign the time card as soon as your receive it (BLACK OR BLUE INK-decorator colors are not accepted)
  • Use a pencil to fill in the hours – in case changes need to be made.
  • Record the number of hours worked in the “HOURS” column and tenths of a hour in the “TENTHS” column. Do not record hours and tenths in the same cell (i.e 1.5 in the “HOURS” column. When time is recorded for a day, fill in both the hours and tenths even if one of the columns is “0”.
  • See the Minutes Conversion Chart on this web page.
  • Fill in the total number of hours worked in the “TOT” spaces.
  • Please complete, sign, obtain approving signature and place in the hanging tray on the wall outside LSRC D312.
  • Turn in by the deadline for that pay period.
Deadlines for Time Cards (online and paper secondary time cards):

- **BI-WEEKLY DEADLINE**: 3PM THURSDAY, SECOND WEEK OF PAY PERIOD.
- **FOR HOURS AFTER THURSDAY DEADLINE**: Duke pay periods run Monday - Sunday. With the approval of your supervisor, record estimated hours to be worked for the remainder of the pay period after the 3 PM Thursday time card deadline.
- Deadlines are subject to change due to holidays, etc.
- You will receive deadline reminders, important info, etc. by e-mail
- Submit online time cards via Duke@Work.
- Place completed secondary time cards in the **hanging tray on the wall** outside LSRC D312.
- Please review carefully the chart listing the pay periods and deadlines.
- **WORKSTUDY STUDENTS MUST** SUBMIT TIMECARDS BY THE DEADLINE FOR THE PAY PERIOD WORKED

Paychecks/ Pay E-Statements:

- **PAY DAY**: Last Friday of the next pay period. Please see chart.
- **DIRECT DEPOSIT IS REQUIRED** by Duke for all students. Per University policy, you will not be allowed to work unless direct deposit is set up. Set this up at the Duke@Work website at [http://hr.duke.edu/selfservice/](http://hr.duke.edu/selfservice/).
- Direct deposit paychecks are paperless at Duke. Any live checks generated while direct deposit is being set up will be held by Cheryl Wallace, LSRC D312 for you to pick up. You will receive an e-mail notifying you that the check is ready for pick up.
- You will receive e-mail notification from Payroll the day prior to pay day and you will be able to view/download/print your pay statements at the Duke@Work website at [http://hr.duke.edu/selfservice/](http://hr.duke.edu/selfservice/). You will need to log on using your Duke NetID. Update your spam filters to accept messages from “DUKE@WORK”.

Duke@Work Accessibility Information

- **PC Users**
  - Foxfire 3.X
  - Internet Explorer 6, 7, and 8 with the compatibility view
- **Mac Users**
  - Foxfire 3.X only
- Accessible from any computer with internet access.
  - Need current version of Adobe Acrobat Reader
  - Allow pop-ups
- Access to Duke@Work ends on the termination date. Terminating employees should download statements prior to termination

For questions please contact:
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