General Employment Information for Computer Science UTA’s

Required documents must be submitted to Camelia Pierson Eaves (LSRC D230).

No work may be performed prior to the timely completion and submission of the appropriate documents. It is imperative that you complete the hiring process before beginning work.

RETURNING CS EMPLOYEES

(Primary or Secondary) Please complete and return:
- UTA Information Sheet
- Biographical Data Sheet for Duke Students
- Tax forms (W4 and NC 4)
  - Update at Duke@Work if you have any changes.
  - Paper forms if filling as Exempt and current tax year forms not already done.
- Direct Deposit is REQUIRED by Duke. If not already set up, please go to Duke@Work http://hr.duke.edu/selfservice. Per Duke University policy, you will not be allowed to work until this is set up.
- Direct deposit payments are paperless at Duke. Pay details will be available at Duke@Work http://hr.duke.edu/selfservice on the regular schedule.
- Foreign National Information Form if applicable (see page 2).

NEW CS EMPLOYEES:

➤ Already employed by another Duke department?
Please complete and return the items listed above for Returning Employees.
- Working for that dept this semester? – CS will be your secondary position.
- Working only for CS this semester? – We will transfer you to our dept.

➤ Not in the payroll system (Never employed by Duke or have been removed from the payroll system)? Please complete and return:
- UTA information sheet,
- Biographical Data Sheet
- Tax forms: W4 and NC4
  - Set up at Duke@Work (when you can see yourself in the system)
  - Paper forms if claiming “Exempt” or a Foreign National
- Social Security Card or legible copy. (Original if for I-9. Otherwise copy okay.)
- Direct Deposit is REQUIRED by Duke. Please set up at Duke@Work http://hr.duke.edu/selfservice when hire is complete in system. Per University policy, you will not be allowed to work if this is not done.
- Direct deposit payments are paperless at Duke. Pay details will be available at Duke@Work http://hr.duke.edu/selfservice on the regular schedule.
• Electronic I-9 form. Due to new federal and state regulations the I-9 is now electronic. You will receive an e-mail with a link to complete Section I (must be done by hire date). You must see Cheryl Wallace, D312, no later than 3 business days (starting with hire date) with original documentation to be used as ID for completing Section II of the I-9.

Foreign National Students:
You must go to the Visa Services to complete Section II of the I-9.
You must complete the I-9 prior to beginning work with Computer Science.
• Foreign National Information Form if applicable (see below).

WORK STUDY?
If you are eligible for Work Study, in addition to the other requirements, submit your work-study verification form to Camelia Pierson Eaves (reyp@cs.duke.edu). Please copy Cheryl Wallace (cheryl.wallace@duke.edu) and Jewel Wheeler (wheeler@cs.duke.edu).

NOTICE TO FOREIGN NATIONAL STUDENTS (NON-RESIDENTS):
► If you have NOT been employed by Duke before you must visit Visa Services after completing Section I of your I-9 to have Section II of your I-9 form completed by them. You will need to bring your visa materials and an employment confirmation letter with you to their office. Please see Cheryl Wallace for the employment confirmation letter. Please call Visa Services to make an appointment.

Visa Services
Smith Warehouse: Bay 7 – 1st Floor
114 South Buchanan Boulevard
Durham, NC 27708
(919) 681-VISA (8472) http://www.visaservices.duke.edu/

► Foreign National Information Form:
Please complete and give to us if you are:
• a new hire; or
• have traveled outside the US since previously completing the form

► Tax Forms:
W-4 and NC-4 – Must list as single, 1 allowance, and write “non-resident alien” on the additional amount withheld line.
Can you claim tax treaty? Go to http://finance.duke.edu/payroll/fnatl/treaty_form.php to see if you are eligible. If eligible, when you have a SS# contact Debbie Endsley, Payroll 684-2642, and make an appointment to complete forms.
Also see http://finance.duke.edu/payroll/fnatl/treaty_instruct.php

QUESTIONS? CONCERNS? CONTACT:
Cheryl Wallace, Business Office and HR Manager
LSRC-D312, 660-6517, cheryl.wallace@duke.edu

Revised 8/24/12