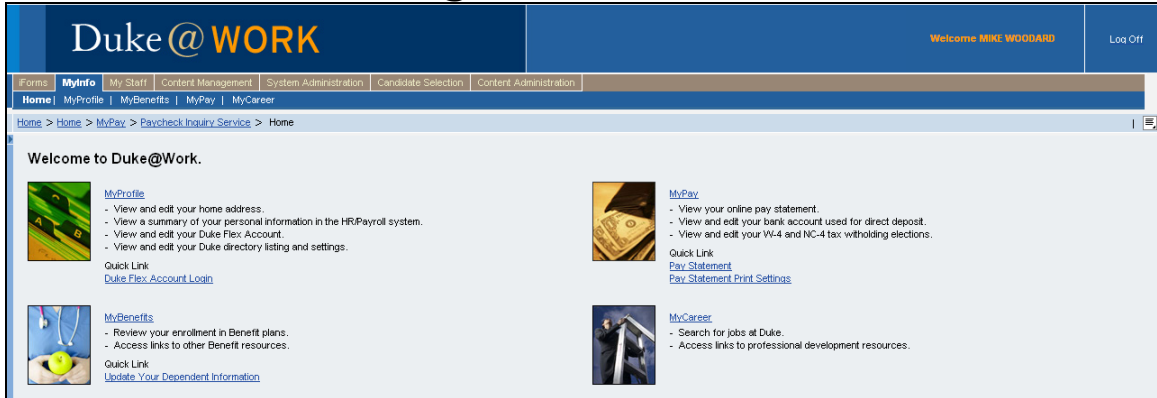


Duke@Work Step-by-Step Guide

To Begin

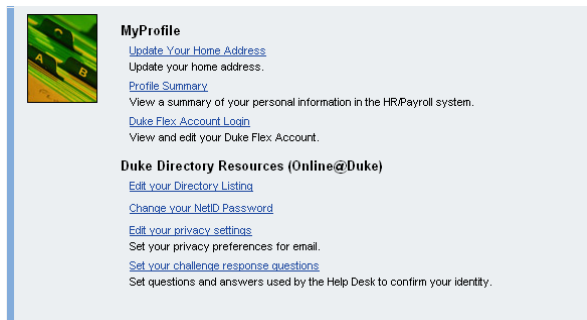
1. In your web browser, login to <http://www.work.duke.edu>
2. When prompted, enter your NetID and Password. (If you need assistance, contact your help desk.)
3. Notice the look of the Duke@Work home tab.



NOTE: All users will have the “My Info” tab. Some users will have multiple tabs, as other administrative functions may be performed using the website.

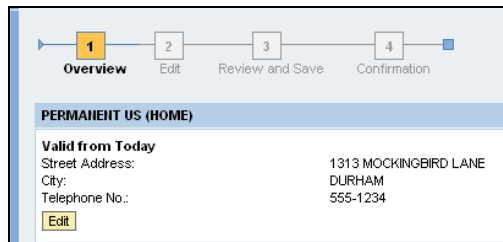
4. Select the view you would like to see by clicking on the tabs under **MyInfo** or the link in the workspace.

My Profile



Update Your Home Address

1. Click on the **Update** link.
2. Click on the **Edit** button.



3. On the Edit page, make the appropriate changes in the white boxes.

4. Choose from either **Valid from Today** if you want the change to take place immediately —OR— **Valid as of Future Date** and enter the date by either typing it in the white box or selecting it from the drop-down calendar.
5. Click on **Review**.
6. On the Review and Save page, review the data. If it correctly reflects the desired change, click on **Save**. (If there are errors, click on **Previous Step**, return to the Edit page, make any changes, and click on **Review**.)

7. On the Confirmation page, select the next view you would like to see.

Profile Summary

1. Click on the **Summary** link.
2. View the **iForm Employee Data Sheet**.

iForms Employee Data Sheet as of 10/24/2007

Duke University/Health System

Duke Unique ID #: 333116 Employee Status: 3 Active Payroll Area: UM MONTHLY

PERSONAL DATA

Last Name: JONES First Name: MICHAEL M.I.: M.
Birth Date: 01/01/1990 Social SS: _____
Form of Address: _____ Gender: _____ Degree: _____
Citizenship: _____ Ethnic Origin: _____ Disability?: Yes No
Veterans Status: NON VETERAN

PAYROLL DATA

Payroll Area: UM MONTHLY Org Code: DDGI ST-SC: 00000000
Payment Method: _____ Secondary Positions?: Yes No
PTA Group: NO Contract: 01 FULL OF HRS
Benefit Group: 008 EXEMPT Benefit Status: FULL - 40 HRS-WK

U.S. HOME ADDRESS **CAMPUS ADDRESS (check mailing address)**

Address line 1: 10 DOWNING STREET Address line 1: SMITH ST.
Address line 2: _____ Address line 2: _____
City: DURHAM City: DURHAM
State: NC Zip: 27608 State: NC Zip: 27608

TYPE OF PAYMENT **WORK SCHEDULE**

Wage Type: LOW Hours/Day: 8.00 Hours/Week: 40.00 Days/Week: 5.00
Rate of Pay: \$2,826.00 OT Option: 0 Planned Wks/Yr: \$3.00 Full Time Wks/Yr: \$3.00

DATE SPECIFICATIONS

Last Rate Adj. Date: 08/01/2007 Continuation Service Date: _____
Position Effective Date: _____ Class Entry Date: _____
Vacation Leave Date: _____ Last Day Working: _____ LOA Effective Date: _____

ORGANIZATIONAL DATA

Position: 5000010 ANALYST, IT Company Code: 0010
Pwr Area: 1000 UNIVERSITY Pwr Subarea: 0001 EXEMPT
Employee Group: 1 EXEMPT - 20 HRS-WK Employee Subgroup: DU-ALL OTHER
Organizational Unit: 5000010 SAP-Administrative System Management
Detail: Cost Center or WBS Element: 1575070 SAP-ADM SYS MGMT GRP
Job: 242 ANALYST, IT
Job Family: IF 08 08 - INFORMATION TECHNOLOGY
Job Level: C Pay Range Minimum: 1 Pay Range Maximum: 3
(Additional Information on Reverse Side of Form)

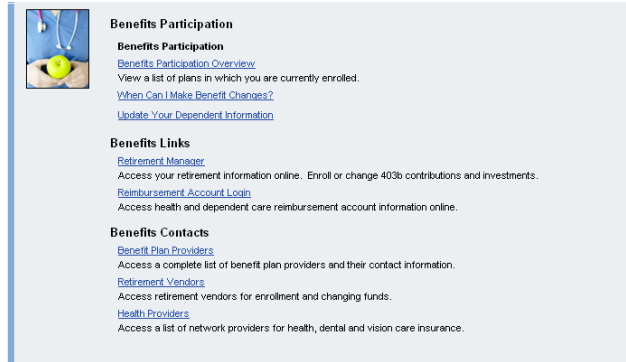
Retain for Departmental Employee Personnel Records.
This form is for confirmation purposes only. Do NOT try to use this form to make any changes.

3. You may save a copy of the sheet or print it.
NOTE: Since this sheet contains your salary and other personal information, protect the data.
4. Once you have finished reviewing the data, select the next view you would like to see.

Edit Directory Listing (Online@Duke)

1. Click on the **Listing** link.
2. In the **Online@Duke** window, edit the information you wish to change in the white boxes.
3. Once you have finished editing, click on the **Submit** button.
4. Once you have finished reviewing the data, select the next view you would like to see.

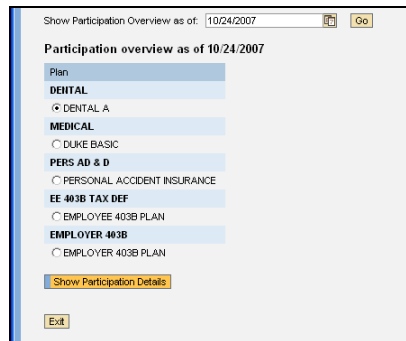
My Benefits



The image shows a screenshot of a web page titled "Benefits Participation". It features a small icon of a hand holding a green apple. The page is organized into several sections: "Benefits Participation" with a link to "Benefits Participation Overview" and text about viewing enrolled plans; "Benefits Links" with links for "Retirement Manager", "Reimbursement Account Login", and "Update Your Dependent Information"; and "Benefits Contacts" with links for "Benefit Plan Providers", "Retirement Vendors", and "Health Providers".

Benefits Participation Overview

1. Click on the **Overview** link.
2. On the Overview page, click on the button next to the plan you wish to see.



The image is a screenshot of a web application window titled "Participation overview as of 10/24/2007". It shows a list of benefit plans with radio buttons for selection. The plans listed are: DENTAL A (selected), MEDICAL, DUKE BASIC, PERS AD & D, PERSONAL ACCIDENT INSURANCE, EE 403B TAX DEF, EMPLOYEE 403B PLAN, and EMPLOYER 403B PLAN. At the bottom, there are two buttons: "Show Participation Details" and "Exit".

3. Click on the **Show Participation Details** button and review the data.
4. Click on the **Back** button to return to the Overview page or the **Exit** button to return to the Benefits Participation page.

File a Benefits Claim

When Can I Make Benefits Changes?

Retirement Manager

Benefits Plan Providers

Retirement Vendors


Health Providers

1. When you click on one of these links, you will be directed to the corresponding page on the Human Resources website.
2. Read the information and follow the instructions.
3. When you have finished, close the window.

Reimbursement Account Login

When you click on one of this link, you will be directed to the Wage Works site.

My Pay



Pay Statements
[Pay Statement](#)
View your pay statement online.
[Pay Statement Print Settings](#)
Click here to stop receiving a printed pay statement.

Pay Resources
[Federal and NC VA-4 Tax Withholding](#)
Create, change, and display the information included on the W-4 form (Employees Withholding Allowance Certificate).
[Update Your Bank For Payroll Direct Deposit](#)
Create or update your bank account for Payroll and T&E Expense Reimbursement.
[Take Home Pay Calculator](#)
Determine how your benefits and taxes affect your take home pay.

Pay Statement

1. Click on the **Statement** link.
2. In the resulting window, review the **Payroll Statement**.

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

Previous Pay Statement | Next Pay Statement | Exit

DUKE UNIVERSITY/HEALTH SYSTEM
MONTHLY PAYROLL STATEMENT

NAME	DUKE UNIQUE	ORG. KEY	PER. END	CHECK DATE
MICHAEL JONES	00333116	DDGT	10/31/2007	10/25/2007
RATE:	2,525.00		M/S	EXEMPTION
RATE EFFECTIVE DATE:	08/01/2007			ADD'L AMT
POSITION:	ANALYST, IT	FEDERAL	S	00
POSITION EFF DATE:	00/00/0000	STATE	S	00
				0.00
				0.00

GROSS PAY		PRETAX DED	TAXES	DEDUCTIONS
SALARY	2,525.00		FED TAX	918.92
DifprePe	2,525.00		STATE TAX	325.00
TOTAL	5,050.00		MEDICARE	73.23
			OASDI	313.10
			EIC	0.00
			TOTAL	1,630.25

TAX DEFERRED DEDS	POST TAX RETIREMENT

3. To review another statement, click on the **Previous Pay Statement** button, the **Next Pay Statement** button, or the **Show Overview** link.
NOTE: Pay statements dating back to August 2002 are available.
4. When finished viewing, click on the **Exit** button.

Pay Statement Print Settings

1. Click on the **Settings** link.
2. Change the setting so you will stop receiving a paper pay statement.

Federal and NC W-4 Tax Withholding

1. Click on the **Withholding** link.
2. On the Overview page, click on the **Edit** button in either the **Federal** or **North Carolina** window, or both.

The screenshot shows a progress bar at the top with four steps: 1. Overview (highlighted), 2. Edit, 3. Review and Save, and 4. Confirmation. Below the progress bar, there are two sections: **FEDERAL** and **NORTH CAROLINA**. Each section displays the following information: Valid from 11/1/2007, Filing Status: SINGLE, No. of Exemptions: 05, and Valid until 10/31/2007, Filing Status: SINGLE, No. of Exemptions: 00. An **Edit** button is located below the information in each section. At the bottom left, there is a **Previous Step** button, and at the bottom right, there is an **Edit** button.

3. On the **Edit** page, change the **Filing Status**, **No. of Exemptions**, or **Additional Withholding** as desired.
4. Read the **Declaration** statement, click on the **Declaration** box, and click on the **Review** button.

The screenshot shows the **Edit** page for Federal tax withholding. The progress bar at the top has four steps: 1. Overview, 2. Edit (highlighted), 3. Review and Save, and 4. Confirmation. The **FEDERAL** section displays: Tax Authority: FED, Filing Status: MARRIED (dropdown menu), No. of Exemptions: 6, and Additional Withholding: 25.00 USD. Below this is the **Declaration** section, which includes a checked box for **Declaration** and the text: "Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this electronic certificate." At the bottom, there are three buttons: **Previous Step**, **Review**, and **Edit**.

5. On the Review and Save page, review the data. If it correctly reflects the desired change, click on **Save**. (If there are errors, click on **Previous Step**, return to the Edit page, make any changes, and click on **Review**.)
6. On the Confirmation page, click on the link to direct you to your next transaction.

Update Your Bank for Payroll Direct Deposit

1. Click on the **Update** link.
2. On the Overview page, click on **Edit**.

The screenshot shows the Overview page for Main bank information. The progress bar at the top has four steps: 1. Overview (highlighted), 2. Edit, 3. Review and Save, and 4. Confirmation. Below the progress bar, there is a **Main bank** section. It displays the following information: Valid from 11/1/2007, Payee: MICHAEL JONES, Bank Name: BANK OF AMERICA, N.A., Account Number: X, and Valid until 10/31/2007, Payee: MICHAEL JONES, Bank Name: MICHAEL JONES, Account Number: . An **Edit** button is located below the information. At the bottom left, there is a **Previous Step** button, and at the bottom right, there is an **Edit** button.

NOTE: You must complete all three steps to log off and protect access to your personal data.