

GETTING PAID AND TIME CARD POINTERS

by Camelia Pierson Eaves

- You cannot begin working until you have completed the payroll hiring process with Cheryl Wallace. This is especially true for new hires (never worked at Duke) and even returning UTAs should have completed and return any document(s) requested by Cheryl via email.
- You are on bi-weekly payroll, therefore, online time cards must be submitted by the pay period deadline. **Direct Deposit is required.** You do not earn vacation, sick or holiday pay.
- A time card needs to be submitted every pay period by the deadline whether hours worked or not. (Record zero hours if no hours worked.) Use the Chart to convert minutes to tenths of an hour if you work in increments of 15 minutes or less (i.e., 10 min=0.2, 15 min=0.3...1 hr and 45 minutes = 1.8 on the time card)

<http://finance.duke.edu/payroll/reference/tenths.php>

- You will receive an email from Cheryl Wallace every two weeks reminding you what to do to get paid. The email usually includes a 3pm Thursday deadline.
- Contact Cheryl if you cannot log on or edit your time card (using NetID and password).
- If you have a primary and secondary position please be sure to enter hours on the correct time card. Secondary time cards are now online and will have a nickname that should indicate what the position is.
- **Do not use the comments box.** The Comments box on the online time card should not be used by workers. Please communicate with your supervisor and the person approving your time card (if different from supervisor) via a different method in regard to any information or discussion you wish to communicate. The person approving your time card will use the comments box to give instructions if they need to return the time card to you for correction.
- For instructions on how to complete the online time card, please go to the Computer Science Resources for Undergraduate Students web page

<http://www.cs.duke.edu/education/resources/undergrad>.

In the Ugrad Payroll section you will see "Electronic Time Cards" which is a link to the Duke@Work log in; "Payment Process General Info" and How-to videos for the primary and secondary time cards.

- Pay periods end on Sundays. With the approval of your supervisor, record estimated hours to be worked after the 3 PM Thursday time card deadline.
- Small raises are given based on time-on-job (semesters) and responsibilities (head UTA).
- **No one may work more than 19.9 hours per week for all positions (primary + secondary) combined.**