

Steps for Changing Your Home Address Using Duke@Work

Go to <http://work.duke.edu> and enter your NetId and password to log-in.

Step 1

Duke@WORK

iForms **MyInfo** Universal Worklist Candidate Selection ECRT

Home | MyProfile | MyBenefits | MyPay | MyCareer | Open Enrollment

Home > Home

Welcome to Duke@Work.

[MyProfile](#)

- View and edit your home address.
- View a summary of your personal information in the HR/Payroll system.
- View and edit your Duke Flex Account.
- View and edit your Duke directory listing and settings.

Quick Link
[Duke Flex Account Login](#)

[My Benefits](#)

- Review your enrollment in Benefit plans.
- Access links to other Benefit resources.

[MyPay](#)

- View your online pay statement.
- View and edit your bank account used for direct deposit.
- View and edit your W-4 and NC-4 tax withholding elections.

Quick Link
[Pay Statement](#)
[Pay Statement Print Settings](#)

[MyCareer](#)

- Search for jobs at Duke.
- Access links to professional development resources.

To update your home address, go to the My Profile link on the My Info page at Duke@Work.

Step 2

The screenshot shows the Duke@WORK MyProfile page. The header includes the Duke@WORK logo and a 'Welcome' message. A navigation bar contains links for iForms, MyInfo, Universal Worklist, Candidate Selection, and ECRT. Below this is a secondary navigation bar with Home, MyProfile, MyBenefits, MyPay, MyCareer, and Open Enrollment. The breadcrumb trail reads 'Home > Home > MyProfile'. On the left, there is a 'MyProfile' section with a keyboard icon. The main content area lists several options: 'Update Your Home Address' (circled in red), 'Profile Summary', 'Duke Flex Account Login', and 'Contact My Payroll Representative'. Below these is a section for 'Duke Directory Resources (Online@Duke)' with links for 'Edit your Directory Listing', 'Change your NetID Password', 'Edit your privacy settings', and 'Set your challenge response questions'. A black arrow points from a text box on the right to the 'Update Your Home Address' link.

Duke@WORK Welco

iForms **MyInfo** Universal Worklist Candidate Selection ECRT

Home | **MyProfile** | MyBenefits | MyPay | MyCareer | Open Enrollment

Home > Home > MyProfile

MyProfile

[Update Your Home Address](#)
Update your home address.

[Profile Summary](#)
View a summary of your personal information in the HR/Payroll system.

[Duke Flex Account Login](#)
View and edit your Duke Flex Account.

[Contact My Payroll Representative](#)
Contact your department payroll representative to correct information in your profile summary, to change your check mailing address, and for questions about your pay statement.

Duke Directory Resources (Online@Duke)

[Edit your Directory Listing](#)

[Change your NetID Password](#)

[Edit your privacy settings](#)
Set your privacy preferences for email.

[Set your challenge response questions](#)
Set questions and answers used by the Help Desk to confirm your identity.

Select update your home address.

Step 3

Duke @WORK Welco

iForms **MyInfo** Universal Worklist Candidate Selection ECRT

Home | **MyProfile** | MyBenefits | MyPay | MyCareer | Open Enrollment

Home > Home > MyProfile > Update Your Home Address

1 2 3 4

Overview Edit Review and Save Confirmation

Updating a home address is a four step process. Use this guide to ensure you have completed all four steps and that your address change has been saved in the payroll system.

This address change updates the Duke personnel record and vendor information for your health, dental, vision and reimbursement account benefits.

You will still need to contact your retirement and insurance vendors directly.

[Retirement and Life Insurance Vendor Listing](#)

PERMANENT US (HOME)

Valid from Today
Street Address: 1215 LOST HIGHWAY
City: DURHAM
Telephone No.: 555-1212

Edit **Exit**

← Previous Step

Select “Edit” to begin the process of changing your address. Please note that you will need to contact retirement and insurance vendors directly to change your address in their systems. Selecting “Exit” will end the transaction.

Step 4

Duke@WORK

iForms | **MyInfo** | Universal Worklist | Candidate Selection | ECRT

Home | **MyProfile** | MyBenefits | MyPay | MyCareer | Open Enrollment

Home > Home > MyProfile > Update Your Home Address

1 Overview | 2 **Edit** | 3 Review and Save | 4 Confirmation

This address change updates the Duke personnel record and vendor information for your health, dental, vision and reimbursement account benefits.

You will still need to contact your retirement and insurance vendors directly.

[Retirement and Life Insurance Vendor Listing](#)

PERMANENT US (HOME)

Country: USA

c/o:

House Number and Street: * 1215 LOST HIGHWAY

Address Line 2:

City: * DURHAM

County:

State: * NORTH C...

ZIP Code: * 27708

Telephone: 919 555-1212

Valid from Today
 Valid as of Future Date

◀ Previous Step | **Review & Save ▶** | You MUST click on "Review & Save" to save your changes.

Exit

You can change your home address and phone number as they should appear in the payroll system. Do not use characters other than "a-z", "0-9", "-", ", or " ' " in the address.

The change can be current or future dated.

Select "Review and Save" to move to the next step of the process. Your changes will not be saved if you do not complete this step of the process.

Step 5

Duke@WORK

iForms | **MyInfo** | Universal Worklist | Candidate Selection | ECRT

Home | **MyProfile** | MyBenefits | MyPay | MyCareer | Open Enrollment

Home > Home > MyProfile > Update Your Home Address

1 Overview 2 Edit 3 **Review and Save** 4 Confirmation

Verify the Address data below before Saving. If you need to correct the entry select Previous Step.

PERMANENT US (HOME)

Country: USA
c/o:
House Number and Street: 23961 Paradise Lane
Address Line 2:
City: Rougemont
County:
State: NORTH CAROLINA
ZIP Code: 27572
Telephone: 919 732-1212

Valid from 6/12/2009

◀ Previous Step Save Exit

You MUST click on "Save" to save your changes.

This date confirms when the change is valid.

Once you've made your changes, 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 changes will not be made in the payroll system.

Step 6

Duke@WORK

iForms | **MyInfo** | Universal Worklist | Candidate Selection | ECRT

Home | **MyProfile** | MyBenefits | MyPay | MyCareer | Open Enrollment

Home > Home > MyProfile > Update Your Home Address

1 Overview 2 Edit 3 Review and Save 4 **Confirmation**

The changes you made to your Address data were saved

Your Changes have been Saved. What do you want to do next?
[Go to Addresses Overview](#)
[Go Back to MyProfile](#)

PERMANENT US (HOME)

Country: USA
c/o:
House Number and Street: 23961 Paradise Lane
Address Line 2:
City: Rougemont
County:
State: NORTH CAROLINA
ZIP Code: 27572
Telephone: 919 732-1212

Valid from 6/12/2009

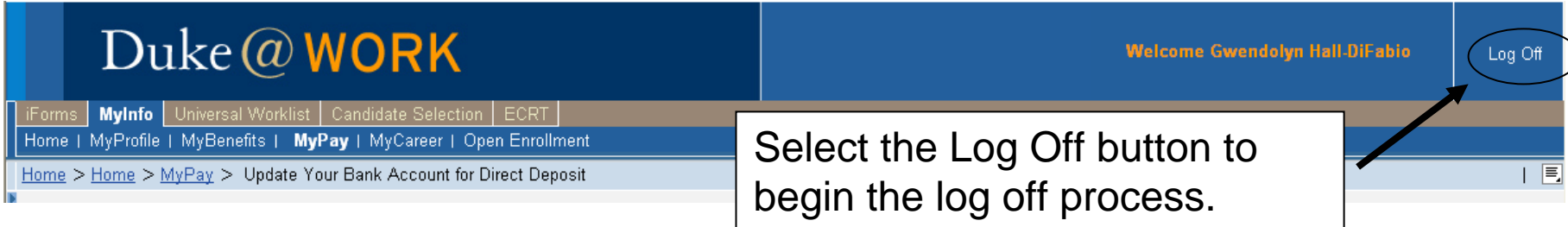
Confirm the date for which the change is valid.

The final step confirms that your changes were saved in the payroll system.



All three steps below must be completed to successfully log off Duke@Work.

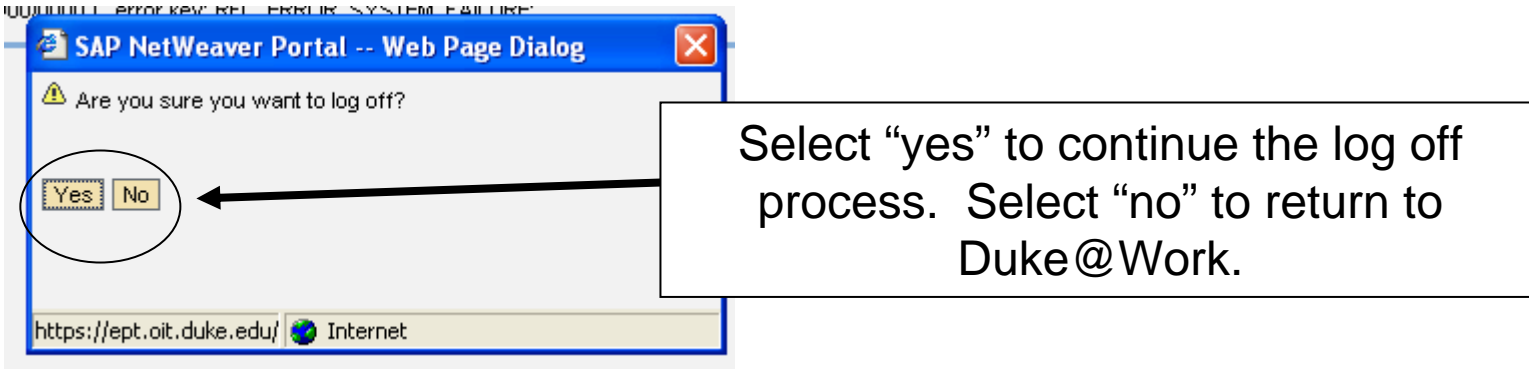
Step 1



The screenshot shows the Duke@Work portal interface. The top navigation bar includes the Duke@WORK logo on the left and the user name "Welcome Gwendolyn Hall DiFabio" on the right. A "Log Off" button is circled in the top right corner. Below the navigation bar, there are several menu items: iForms, MyInfo, Universal Worklist, Candidate Selection, ECRT, Home, MyProfile, MyBenefits, MyPay, MyCareer, and Open Enrollment. A breadcrumb trail at the bottom reads "Home > Home > MyPay > Update Your Bank Account for Direct Deposit".

Select the Log Off button to begin the log off process.

Step 2



The screenshot shows a "SAP NetWeaver Portal -- Web Page Dialog" window. The dialog contains the text "Are you sure you want to log off?" and two buttons: "Yes" and "No". The "Yes" button is circled. The dialog is displayed over a browser window showing the URL "https://ept.oit.duke.edu/".

Select "yes" to continue the log off process. Select "no" to return to Duke@Work.

Step 3



Duke University NetID Services Logout

You are logging out of NetID services. Choosing yes will log you out of all NetID services you are currently using.

Are you sure you want to log out of NetID services?

Yes, log me out

No, do not log out

Select "Yes, log me out" to log off. Select "No, do not log out" to return to Duke@Work.