

Steps for Setting-up/Changing Direct Deposit

Step 1

The screenshot shows the Duke@Work portal interface. At the top, there is a navigation bar with the following links: iForms, MyInfo, Universal Worklist, Candidate Selection, and ECRT. Below this is a secondary navigation bar with links: Home, MyProfile, MyBenefits, MyPay, MyCareer, and Open Enrollment. The main content area is titled "Welcome to Duke@Work." and contains several sections:

- 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, and View and edit your Duke directory listing and settings. Includes a "Quick Link" to "Duke Flex Account Login".
- My Benefits**: Review your enrollment in Benefit plans and Access links to other Benefit resources.
- MyPay**: View your online pay statement, View and edit your bank account used for direct deposit, and View and edit your W-4 and NC-4 tax withholding elections. Includes "Quick Link" to "Pay Statement" and "Pay Statement Print Settings".
- MyCareer**: Search for jobs at Duke and Access links to professional development resources.

A red circle highlights the "MyPay" link, and a line connects it to a text box at the bottom of the page.

To set-up/update your direct deposit information, go to the My Pay link on the My Info page at Duke@Work. **Please note – you cannot cancel direct deposit via Duke@Work .**

Step 2

Duke@WORK

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

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

Home > Home > MyPay

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 W-4 Tax Withholding](#)
View and edit the information included on your W-4 and NC-4 tax withholding forms.

[Update Your Bank Account for Direct Deposit](#)

[Take Home Pay Calculator](#)
Determine how your benefits and taxes affect your take home pay.

From My Pay, select the Update Your Bank Account for Direct Deposit link.

Step 3

Duke@WORK

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

Home | MyProfile | MyBenefits | **MyPay** | MyCareer

Home > Home > MyPay > Update Your Bank Account for Direct Deposit

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Modifying your direct deposit information a four step process. Use this guide to ensure you have completed all four steps and that your changes have been saved in the payroll system.

Changing your direct deposit information requires electronic verification of your new routing information with the bank. The system will automatically determine the earliest effective date possible to allow time for this verification.

Your direct deposit can only be stopped by completing a paper form and submitting it to the Corporate Payroll Services Office at 705 Broad Street for processing.

[Stop Direct Deposit Form](#)

Select this link if you need to cancel your direct deposit.

Main bank

Payee: GWENDOLYN K HALL-DIFABIO
Bank Name: SUNTRUST NCDURHAM
Account Number: 0000

Edit

Previous Step Exit

You current banking information is listed. Select "Edit" to make a change or "Exit" to return to the My Pay page.

Step 4

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iForms **MyInfo** Universal Worklist Candidate Selection

Home | MyProfile | MyBenefits | **MyPay** | MyCareer

Home > Home > MyPay > Update Your Bank Account for Direct Deposit

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

Memo
080989430 0014409843 1436
9-digit ABA / Routing Number Account Number

Please note that the routing and account numbers must be obtained from a pre-printed check. The routing numbers on starter checks for new accounts and deposit slips often vary from the actual bank routing number and will not be accepted by the banking institution.

Main bank

Payee: GWENDOLYN K HALL-DIFABIO

Bank Number: 053100465

Account Number: 0000 Checking Savings None

◀ Previous Step **Review** ▶ Please double check the accuracy of your review account number before selecting the Review Button.

Exit

Enter your new bank routing number and/or account number along with the account type. Bank routing numbers are matched against a file of all banks in the Continental US. Double check account numbers.

Select "Review" 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

Home | MyProfile | MyBenefits | **MyPay** | MyCareer

Home > Home > MyPay > Update Your Bank Account for Direct Deposit

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

Verify the Bank data below

Main bank

Payee: GWENDOLYN K HALL-DIFABIO

Bank's American Bankers' Association Number: 053100465

Bank Account Number: 0001

Account Type: Checking Account

Valid from 8/1/2009

◀ Previous Step Save Exit

Please double check the accuracy of your account number before selecting the Save Button.

This date confirms the beginning of the pay period in which the change is valid.

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

Step 6

Duke@WORK

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

Home | MyProfile | MyBenefits | **MyPay** | MyCareer

Home > Home > MyPay > Update Your Bank Account for Direct Deposit

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

The changes you made to your Bank data were saved

What do you want to do next?
[Go to Bank Information Overview](#)

Main bank

Payee:	GWENDOLYN K HALL-DIFABIO
Bank's American Bankers' Association Number:	053100465
Bank Account Number:	00
Account Type:	Checking Account
Valid from:	8/1/2009

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

The changes you made to your Bank data were saved

What do you want to do next?

[Go to Bank Information Overview](#)

Main bank

Payee: GWENDOLYN K HALL-DIFABIO
Bank's American Bankers' Association Number: 053100465
Bank Account Number: 00
Account Type: Checking Account

Valid from 8/1/2009

The valid date is the beginning of the pay period for which direct deposit will be effective. If direct deposit was canceled via a paper form, you will receive a live check until the pay date for that pay period. If you are changing accounts, your payment will be sent to your previous account until the pay date for that pay period.