Duke@Work
Step-by-Step Guide

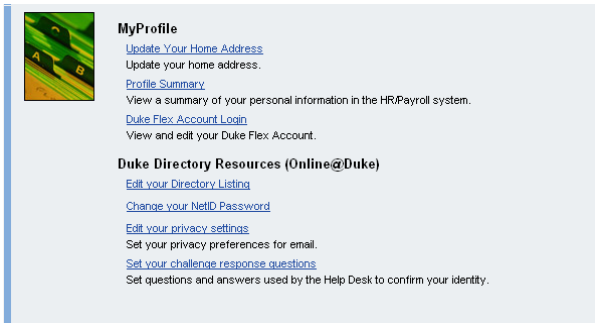
To Begin

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.

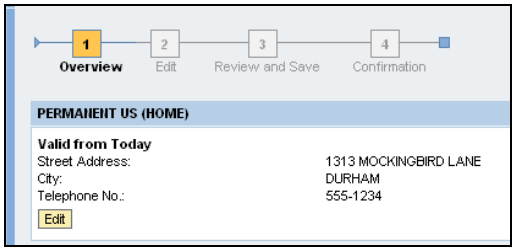
4. Select the view you would like to see by clicking on the tabs under **MyInfo** or the link in the workspace.

My Profile

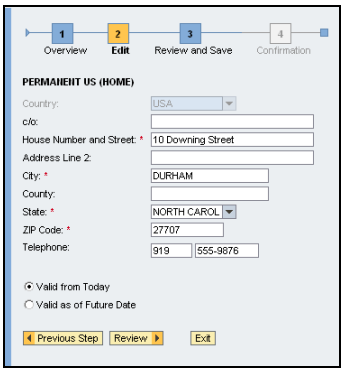


Update Your Home Address

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.

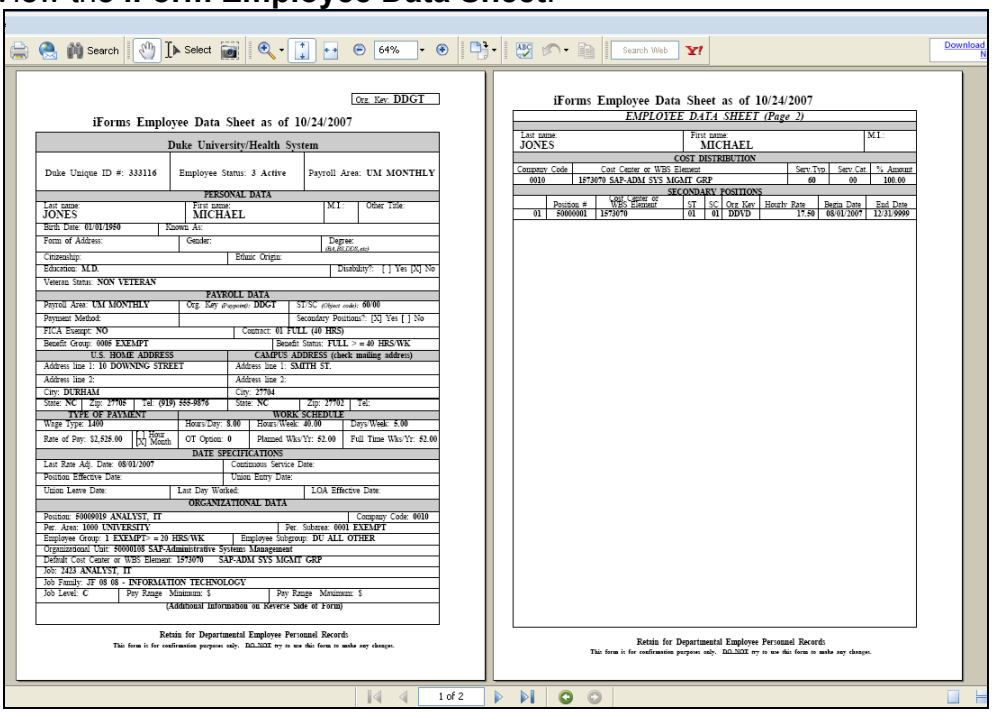


4. Choose from either **Valid from Today** if you want the change to take place immediately —OR— **Valid as of Future Date** and enter the date by either typing it in the white box or selecting it from the drop-down calendar.
5. Click on **Review**.
6. On the Review and Save page, review the data. If 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**.

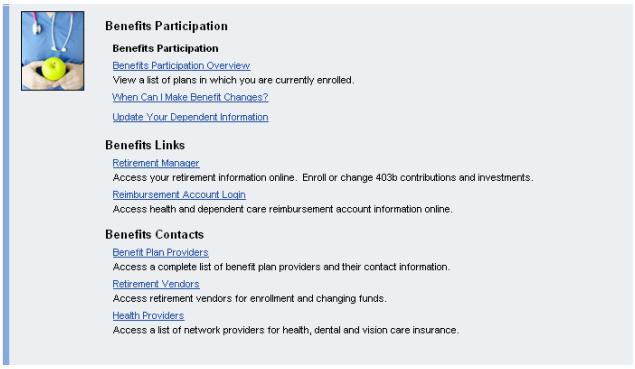


3. You may save a copy of the sheet or print it.
   NOTE: Since this sheet contains your salary and other personal information, protect the data.
4. Once you have finished reviewing the data, select the next view you would like to see.

Edit Directory Listing (Online@Duke)

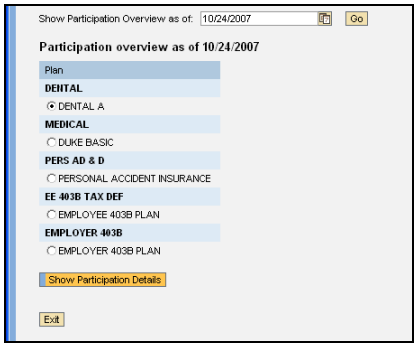
1. Click on the **Listing** link.
2. In the **Online@Duke** window, edit the information you wish to change in the white boxes.
3. Once you have finished editing, click on the **Submit** button.
4. Once you have finished reviewing the data, select the next view you would like to see.

My Benefits



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.



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.

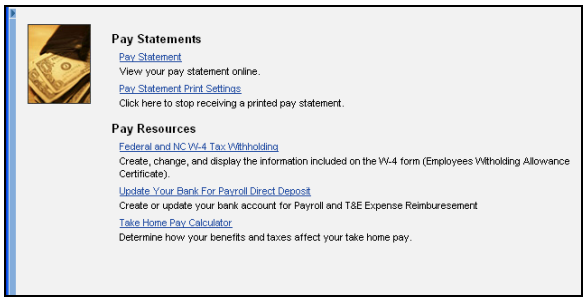
File a Benefits Claim
When Can I Make Benefits Changes?
Retirement Manager
Benefits Plan Providers
Retirement Vendors
Health Providers

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

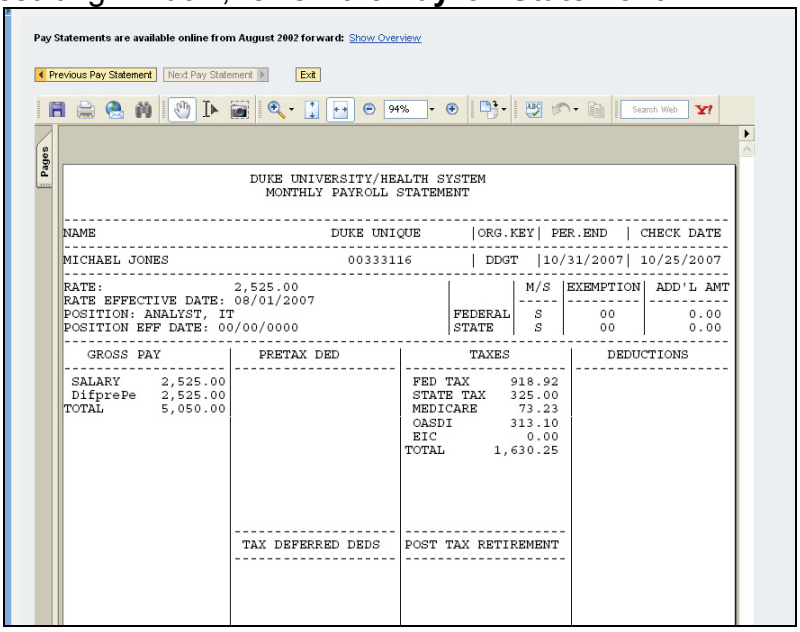
When you click on one of this link, you will be directed to the Wage Works site.

My Pay



Pay Statement

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



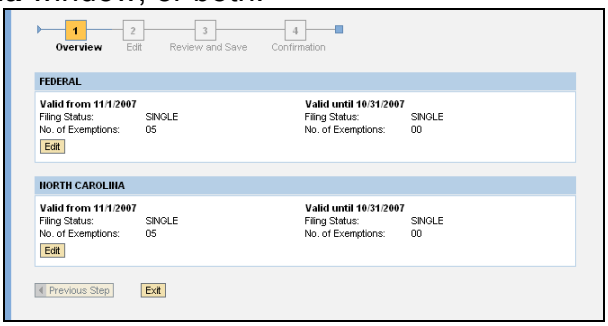
3. To review another statement, click on the **Previous Pay Statement** button, the **Next Pay Statement** button, or the **Show Overview** link. **NOTE:** Pay statements dating back to August 2002 are available.
4. When finished viewing, click on the **Exit** button.

Pay Statement Print Settings

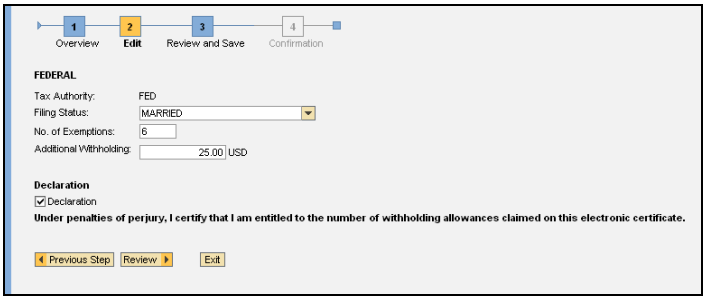
1. Click on the **Settings** link.
2. Change the setting so you will stop receiving a paper pay statement.

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.



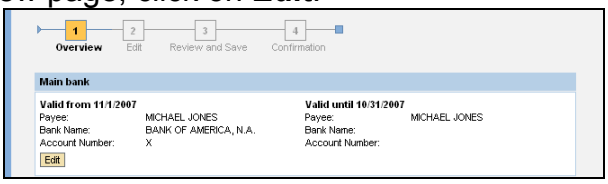
3. On the **Edit** page, change the **Filing Status**, **No. of Exemptions**, or **Additional Withholding** as desired.
4. Read the **Declaration** statement, click on the **Declaration** box, and click on the **Review** button.



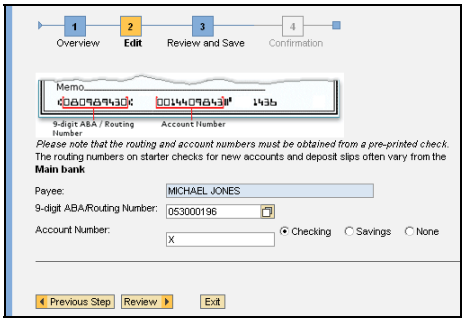
5. On the Review and Save page, review the data. If it correctly reflects the desired change, click on **Save**. (If there are errors, click on **Previous Step**, return to the Edit page, make any changes, and click on **Review**.)
6. On the Confirmation page, click on the link to direct you to your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

Update Your Bank for Payroll Direct Deposit

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



3. On the Edit page, enter the **Routing** and **Account** numbers. Then select **Checking** or **Savings** to designate the account type.
   NOTE: Do not use the routing and accounts numbers from temporary or starter checks.

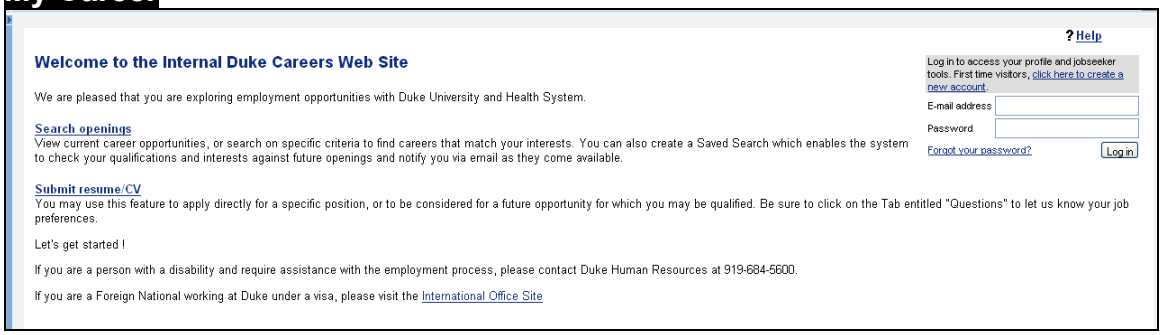


4. Click on the **Review** button.
5. On the Review and Save page, review the data. If it correctly reflects the desired change, click on **Save**. (If there are errors, click on **Previous Step**, return to the Edit page, make any changes, and click on **Review**.)
6. On the Confirmation page, click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

Take Home Pay Calculator

1. When you click on this link, 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.

My Career



When you click on this link, you will be directed to the Internal Duke Careers website where you can search for job openings and submit your resume/CV.

Logging Off

1) Click on the **Log Off** link in the upper right hand corner.
2) When prompted if you wish to log off, click **Yes**.
3) Log off from the OIT Application (web authorization) page.

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