

# Steps for Making Tax Changes 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.

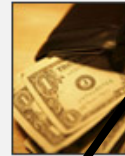
Quick Link

[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 W-4 and NC-4 tax withholding elections, go to the My Pay link on the My Info page at 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 Federal and NC W-4 Tax Withholding link.

# Step 3

**Duke@WORK**

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

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

... [MyPay](#) > [MyProfile](#) > [Update Your Home Address](#) > [MyPay](#)

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

Based on the payroll cycle, the system will automatically determine the earliest effective date possible for the update to your tax withholding elections.

**FEDERAL**

Filing Status: MARRIED  
No. of Exemptions: 02

**NORTH CAROLINA**

Filing Status: MARRIED OR QUALIFYING WIDOW(ER)  
No. of Exemptions: 04

Modifying your tax withholdings is a four step process and changing Federal and North Carolina withholdings is a separate transaction. Use this guide to ensure you have completed all four steps and that your changes have been saved in the payroll system.

Your current marital status and withholdings are listed. Select “Edit” for either your Federal or State Taxes. Selecting “Exit” will take you to the My Pay page.

Select here for Federal Taxes

Select here for State Taxes

# Step 4

**Duke@WORK**

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

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

... [MyPay](#) > [MyProfile](#) > [Update Your Home Address](#) > [MyPay](#) > Federal and NC W-4 Tax Withholding

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

**FEDERAL**

Tax Authority: FED

Filing Status: SINGLE

No. of Exemptions: 3

Additional Withholding: 100.00 USD

**Declaration**

Declaration

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this electronic certificate.

Previous Step | **Review & Save** | Exit

For Federal taxes, use the drop down menu to update your filing status and enter in the number of exemptions and additional withholdings you would like. You must check the declaration box before you can review and save your changes.

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.

***Foreign National Employees and employees claiming an "Exempt" status are required to use paper W-4 forms.***

# Step 5

**Duke@WORK**

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

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

... [MyPay](#) > [MyProfile](#) > [Update Your Home Address](#) > [MyPay](#) > Federal and NC W-4 Tax Withholding

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

**Verify the Tax Data data below**

**FEDERAL**

Tax Authority: FED  
Filing Status: SINGLE  
No. of Exemptions: 03  
Additional Withholding: 100.00 USD  
Valid from 6/15/2009

◀ Previous Step   Save   Exit

This date confirms the beginning of the pay period in which 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

... [MyPay](#) > [MyProfile](#) > [Update Your Home Address](#) > [MyPay](#) > Federal and NC W-4 Tax Withholding

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

**The changes you made to your Tax Data data were saved**

**What do you want to do next?**  
[Go to W4 Overview](#)

**FEDERAL**

Tax Authority: FED  
Filing Status: SINGLE  
No. of Exemptions: 03  
Additional Withholding: 100.00 USD  
Valid from 6/15/2009

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

[Select here to review how to modify state taxes.](#)

[Select here for instructions on how to log-off.](#)

# Step 4

**Duke@WORK** Welcome

iForms **MyInfo** Universal Worklist Candidate Selection ECRT

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

Home > Home > MyPay > Federal and NC W-4 Tax Withholding

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

**NORTH CAROLINA**

Tax Authority: NC

Filing Status: SINGLE

No. of Exemptions: 01

Additional Withholding: 25.00 USD

**Declaration**

Declaration

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this electronic certificate.

Previous Step **Review & Save** Exit

For State taxes, use the drop down menu to update your filing status and enter in the number of exemptions and additional withholdings you would like. You must check the declaration box before you can review and save your changes.

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.

**Employees who are Foreign Nationals, who are claiming an "Exempt" status, and who are claiming 10 or more exemptions are required to use paper NC-4 forms.**



# Step 5

**Duke@WORK**

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

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

Home > Home > MyPay > Federal and NC W-4 Tax Withholding

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

**Verify the Tax Data data below**

**NORTH CAROLINA**

Tax Authority: NC

Filing Status: SINGLE

No. of Exemptions: 01

Additional Withholding: 25.00 USD

Valid from 6/15/2009

◀ Previous Step Save Exit

This date confirms the beginning of the pay period in which 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

The screenshot displays the Duke@WORK interface. At the top, the logo "Duke@WORK" is visible. Below it, a navigation bar includes "iForms", "MyInfo", "Universal Worklist", "Candidate Selection", and "ECRT". A secondary navigation bar lists "Home", "MyProfile", "MyBenefits", "MyPay", "MyCareer", and "Open Enrollment". The breadcrumb trail shows "Home > Home > MyPay > Federal and NC W-4 Tax Withholding".

A progress indicator at the top of the main content area shows four steps: 1. Overview, 2. Edit, 3. Review and Save, and 4. Confirmation. Step 4 is highlighted in yellow, and an arrow points from a text box to it.

Below the progress indicator, a message box contains the text: "The changes you made to your Tax Data data were saved". This message is circled in red.

Underneath the message, the text "What do you want to do next?" is followed by a link: "Go to W4 Overview".

The section "NORTH CAROLINA" lists the following details:

- Tax Authority: NC
- Filing Status: SINGLE
- No. of Exemptions: 01
- Additional Withholding: 25.00 USD
- Valid from 6/15/2009

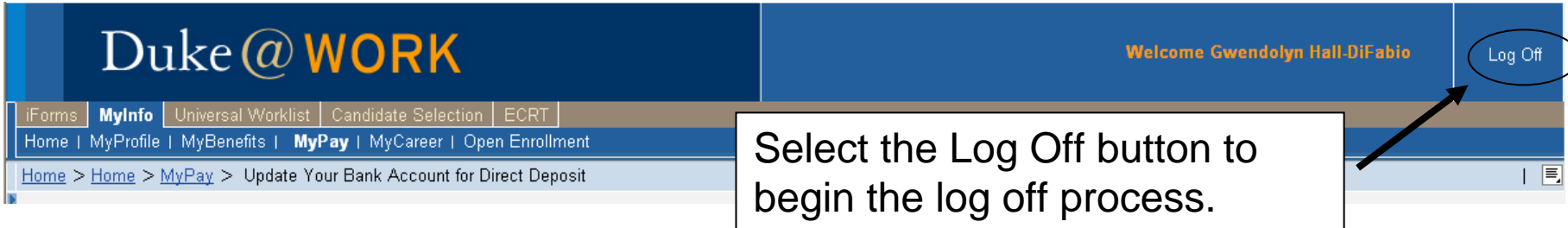
The final step confirms that your changes were saved in the payroll system.

[Select here to modify federal taxes.](#)

[Select here for instructions on how to log-out.](#)

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

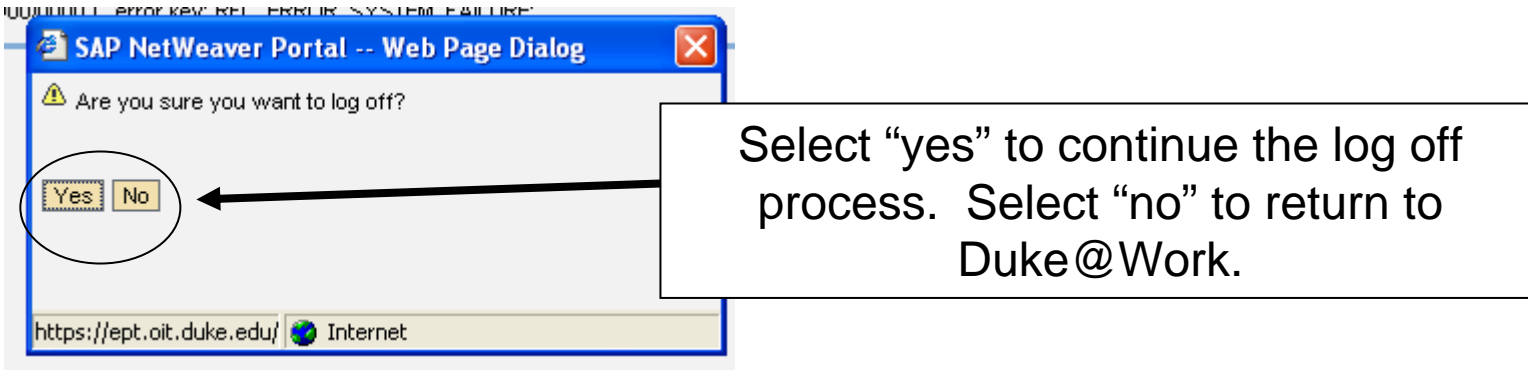
## Step 1



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.

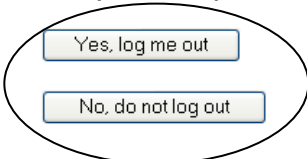
## Step 3



### 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?



The screenshot shows a dialog box with two buttons: "Yes, log me out" and "No, do not log out". The "Yes, log me out" button is circled.

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