



General Employment Information for Computer Science UTA's

Required documents must be submitted to Camelia Pierson Eaves (LSRC D230).

No work may be performed prior to the timely completion and submission of the appropriate documents. It is imperative that you complete the hiring process before beginning work.

RETURNING CS EMPLOYEES

(Primary or Secondary) Please complete and return:

- UTA Information Sheet
- Biographical Data Sheet for Duke Students
- Tax forms (W4 and NC 4)
 - Update at Duke@Work if you have any changes.
 - Paper forms if claiming exempt and have not previously done 2009 forms.
- Direct Deposit is required by Duke. If not already set up, please go to Duke@Work <http://hr.duke.edu/selfservice>. *Per Duke University policy, you will not be allowed to work until this is set up.*
- Direct deposit payments are paperless at Duke. Pay details will be available at Duke@Work <http://hr.duke.edu/selfservice> on the regular schedule.
- Foreign National Information Form if applicable (see page 2).

NEW CS EMPLOYEES:

► **Already employed by another Duke department?**

Please complete and return the items listed above for **Returning Employees**.

- Working for that dept this semester? – CS will be your secondary position.
- Working only for CS this semester? – We will transfer you to our dept.

► **Not in the payroll system (Never employed by Duke or have been removed from the payroll system)? Please complete and return:**

- UTA information sheet,
- Biographical Data Sheet
- Tax forms: W4 and NC4
 - Set up at Duke@Work (when you can see yourself in the system)
 - Paper forms if claiming “Exempt” or a Foreign National
- Social Security Card or legible copy. (Original if for I-9. Otherwise copy okay.)
- Direct Deposit is required by Duke. Please set up at Duke@Work <http://hr.duke.edu/selfservice> when hire is complete in system. *Per University policy, you will not be allowed to work if this is not done.*
- Direct deposit payments are paperless at Duke. Pay details will be available at Duke@Work <http://hr.duke.edu/selfservice> on the regular schedule.



- I-9 form (see acceptable IDs on form) to be completed in the presence of Camelia. *If your SS card is being used as ID for the I-9, the original card is required (copies/faxes not acceptable).*

Foreign National Students:

You must go to the Visa Services to complete the I-9.

You must complete the I-9 prior to beginning work with Computer Science.

- Foreign National Information Form if applicable (see below).

WORK STUDY?

If you are eligible for Work Study, in addition to the other requirements, submit your work-study verification form to Camelia Pierson Eaves (revp@cs.duke.edu). Please copy Cheryl Wallace (cheryl.wallace@duke.edu) and Jewel Wheeler (wheeler@cs.duke.edu).

NOTICE TO FOREIGN NATIONAL STUDENTS (NON-RESIDENTS):

▶ If you have **NOT** been employed by Duke before you must visit Visa Services to have your I-9 form completed by them. You will need to bring your visa materials and an employment confirmation letter with you to their office. Please see Cheryl Wallace for the employment confirmation letter. Please call Visa Services to make an appointment.

Visa Services

Smith Warehouse: Bay 7 – 1st Floor

114 South Buchanan Boulevard

Durham, NC 27708

(919) 681-VISA (8472) <http://www.visaservices.duke.edu/>

▶ Foreign National Information Form:

Please complete and give to us if you are:

- a new hire; or
- have traveled outside the US since previously completing the form

▶ Tax Forms:

W-4 and NC-4 – Must list as single, 1 allowance, and write “non-resident alien” on the additional amount withheld line. Do you think you can you claim tax treaty? Go to <http://www.payroll.duke.edu/fnatlookup.php> to see if you are eligible. If you are eligible, when you have a SS# contact Debbie Endsley, Payroll 684-2642, and make an appointment to complete forms. Also see http://www.payroll.duke.edu/fnatl_instr.php

QUESTIONS? CONCERNS? CONTACT:

Cheryl Wallace, Business Office and HR Manager
LSRC-D312, 660-6517, cheryl.wallace@duke.edu

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Revised 08/21/09