



## **INSTRUCTIONS FOR BIWEEKLY TIME CARDS/UTA TIMESHEETS**

Welcome to the Department of Computer Science! Whether you are new or returning to us we hope that your experience in our department will be a rewarding one. Please find below some important information about biweekly time cards and UTA Timesheets.

### **Packet Contents:**

- Examples of properly completed Primary and Secondary time cards;
- Copy of CS UTA Timesheet;
- Chart to Convert Minutes to Tenths of An Hour; and
- Chart listing pay periods, time card deadlines and pay dates.

### **Deadlines for Time Cards & Time Sheets:**

- **BI-WEEKLY DEADLINE: 3PM THURSDAY, SECOND WEEK OF PAY PERIOD.**
- **FOR HOURS AFTER THURSDAY DEADLINE:** Duke pay periods run Monday - Sunday. With the approval of your supervisor, record estimated hours to be worked for the remainder of the pay period after the 3 PM Thursday time card deadline.
- Deadlines are subject to change due to holidays, etc.
- You will receive deadline reminders, important info, etc. by e-mail
- Place completed time cards and timesheets in the **hanging tray on the wall** outside LSRC D312.
- Please review carefully the attached chart listing the pay periods and deadlines.
- **WORKSTUDY STUDENTS MUST TURN IN TIMECARDS BY THE DEADLINE FOR THE PAY PERIOD WORKED**

### **Paychecks/ Pay E-Statements:**

- **PAY DAY:** Last Friday of the next pay period. Please see chart.
- Direct deposit is **REQUIRED** by Duke for all students. Per University policy, you will not be allowed to work unless direct deposit is set up. Set this up at the Duke@Work website at <http://hr.duke.edu/selfservice/>.
- Direct deposit paychecks are now paperless at Duke. Any live checks generated while direct deposit is being set up will be placed in the rolling cart outside LSRC D312. You will receive e-mail notification from Payroll the day prior to pay day and you will be able to view/download/print your pay statements at the Duke@Work website at <http://hr.duke.edu/selfservice/>. You will need to log on using your Duke NetID. Update your spam filters to accept messages from "DUKE@WORK".

### **Duke@Work Accessibility Information**

- PC Users
  - Foxfire 3.X
  - Internet Explorer 6, 7, and 8 with the compatibility view
- Mac Users
  - Foxfire 3.X only

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- Accessible from any computer with internet access.
  - Need current version of Adobe Acrobat Reader
  - Allow pop-ups
- Access to Duke@Work ends on the termination date. Terminating employees should download statements prior to termination

### **New Time Cards and UTA Time Sheets:**

- New time cards will be placed in the **rolling cart outside LSRC D312** on the 1<sup>st</sup> Monday of the pay period (or as available).
- Blank UTA time sheets will be in a file located at the back of the cart.

**UTA Information:** If you are a UTA, a correctly completed timecard and timesheet must be turned in for each pay period worked or payment will not be authorized. The dates and hours on the forms must match. Timesheets will require approval signature of the faculty member for the appropriate class.

## **Completing Biweekly Time Card**

### **Primary Time Cards (see example time card)**

- Sign the timecard as soon as you receive it (BLACK OR BLUE INK-decorator colors are not accepted).
- Use a PENCIL to fill in the hours – in case changes need to be made.
- Fill in your time as worked. Do not wait to the end of the pay period.
- Confirm the availability of the person authorized to sign your timecard.
- Record your time in the “Hours Worked” columns ONLY (never in the “Time Off w/Pay” column).
- Record the number of hours worked in the “HOURS” column.
- Record the tenths of an hour in the “TENTHS” column. Refer to the conversion chart. Record 0 if no tenths of an hour.
- Record the shift in the “SHIFT” column. Always record your shift as “1” regardless of whether there was a break between hours worked on a day.
- Fill in the Total hours, tenths and shifts for each week.
- Sign the time card, obtain the signature of the class professor and turn it in with the completed UTA timesheet. Place completed time cards and timesheets in the **hanging tray on the wall** outside D312.
- Turn time cards in **by the deadline for that pay period.**
- **Payroll will not pay out on a time card that is not completed correctly.**

### **Secondary Time Cards (see example time card)**

See the above section for Primary Time Cards. (It is not necessary to record the shift on secondary time cards.)

See attachments

For questions please contact:

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