DukeMobile – Biweekly Time Report Approvals

Please note: screen displays and messages displayed when opening attachments may vary based upon your mobile device. These instructions provide general guidance for all mobile devices. For instructions on how to download DukeMobile, visit oit.duke.edu and search on DukeMobile.

1. From DukeMobile, select the Duke@Work icon. Multi-factor Authentication is required.

2. From “MyInfo”, scroll down the page and select “Approve Biweekly Time Cards”.

3. Employees for which you are the primary approver will be the default display. Select the drop down to see those employees for which you are the back-up approver.

   - Takes you back to MyInfo.
   - Pay Period being approved.
   - The list of employees with Primary and Secondary time reports to approve. Tap the employee name to open the time report.

   Use the down-down to display employees you approve as a backup.

   Use the touchscreen to move down the page to see all time reports or those in other statues.
4. Time report details are displayed in various sections. Scroll down the screen to review each section of the time report. The employee name remains fixed at the top of the screen. The “Approve” and “Return” buttons display as a fixed bar at the bottom of the screen.

- Pay Period Entries
- Pay Period Totals
- Time Off Balances
- Cost Distributions
- Existing Comments

Details of time worked and time away from Duke by date.

Totals of paid, unpaid, and time away from Duke for each week and the pay period as a whole.

Time off balances, current cost distribution and comments are displayed.

After reviewing the time report, “Approve” or “Return” the report. “Returned” reports require comments.
5. As part of the approval process, validate knowledge of the hours worked and provide any comments. Select “Approve” and wait for the approved message to display.

6. Once approved, the time report will display in the “Approved” section. Select another card to review and approve.

Additional Information:
- Time away from Duke does not display for secondary and student employees.
- Deadlines for time report approval can be found at Biweekly Calendar.
- Review all components of the time report before approving. Once the time report is approved, the approval cannot be reversed. Contact your Department Payroll Representative if corrections need to be made.
- If you have questions, please contact Corporate Payroll Services at 919-684-2642 or via payroll@duke.edu.