

2026 Kiel Documentation Processing Schedule

Biweekly Paid Employees

PLEASE NOTE: *Only the recipient's department can submit Kiel payment forms.*

Biweekly Pay Period	New Applications or Eligibility Extension Requests Due to KIEL@DUKE.EDU (by Noon)	Donations Due to KIEL@DUKE.EDU (by Noon)	Kiel Payment Forms (BW) Due to KIEL@DUKE.EDU (by Noon)	Biweekly Payroll Cycle	Biweekly Pay Date
1	December 12, 2025	December 23, 2025	December 26, 2025	December 15- December 28	January 9
2	December 26, 2025	January 6	January 9	December 29-January 11	January 23
3	January 9	January 21	January 23	January 12- January 25	February 6
4	January 23	February 4	February 6	January 26-February 8	February 20
5	February 6	February 18	February 20	February 9-February 22	March 6
6	February 20	March 4	March 6	February 23-March 8	March 20
7	March 6	March 18	March 20	March 9-March 22	April 3
8	March 20	April 1	April 3	March 23-April 5	April 17
9	April 3	April 15	April 17	April 6-April 19	May 1
10	April 17	April 29	May 1	April 20-May 3	May 15
11	May 1	May 13	May 15	May 4-May 17	May 29
12	May 15	May 27	May 29	May 18-May 31	June 12
13	May 29	June 10	June 12	June 01-June 14	June 26
14	June 12	June 24	June 26	June 15- June 28	July 10
15	June 26	July 8	July 10	June 29-July 12	July 24
16	July 10	July 22	July 24	July 13-July 26	August 7
17	July 24	August 5	August 7	July 27-August 9	August 21
18	August 7	August 19	August 21	August 10-August 23	September 4
19	August 21	September 2	September 4	August 24-September 6	September 18

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20	September 4	September 16	September 18	September 7-September 22	October 2
21	September 18	September 30	October 2	September 21-October 4	October 16
22	October 2	October 14	October 16	October 5-October 18	October 30
23	October 16	October 28	October 30	October 19-November 1	November 13
24	October 30	November 11	November 13	November 2-November 15	November 25
25	November 13	November 25	November 25	November 16-November 29	December 11
26	November 27	December 9	December 11	November 30-December 13	December 23
2025-1	December 11	December 23	December 23	December 14-December 27	January 8, 2027
2025-2	December 23	January 6, 2027	January 8, 2027	December 28-January 10	January 22, 2027