

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 (by Noon)	Donations Due to (by Noon)	Kiel Payment Forms (BW) Due to (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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Biweekly Pay Period	New Applications or Eligibility Extension Requests Due to <u>KIEL@DUKE.EDU</u> (by Noon)	Donations Due to <u>KIEL@DUKE.EDU</u> (by Noon)	Kiel Payment Forms (BW) Due to <u>KIEL@DUKE.EDU</u> (by Noon)	Biweekly Payroll Cycle	Biweekly Pay Date
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