

2026 Kiel Documentation Processing Schedule

Monthly Paid Employees

PLEASE NOTE: *Pay Exceptions are directed to **Corporate Payroll** according to their instructions – not to Benefits.*

| Monthly Pay Period | New Applications or Eligibility Extension Requests due to KIEL@DUKE.EDU (by Noon) | Donations due to KIEL@DUKE.EDU (by Noon) | Monthly Pay Exceptions due to <u>Corporate Payroll</u> | Monthly Payroll Cycle | Monthly Pay Date |
|--------------------|--|---|--|-----------------------|------------------|
| 1 | December 23, 2025 | January 2, 2026 | January 8 | Jan 01 - Jan 31 | January 23 |
| 2 | January 26 | February 2 | February 13 | Feb 01 - Feb 28 | February 25 |
| 3 | February 25 | March 2 | March 13 | Mar 01 - Mar 31 | March 25 |
| 4 | March 25 | April 1 | April 13 | Apr 01 - Apr 30 | April 24 |
| 5 | April 27 | May 1 | May 11 | May 01 - May 31 | May 22 |
| 6 | May 25 | June 1 | June 11 | Jun 01 - Jun 30 | June 25 |
| 7 | June 25 | July 1 | July 9 | Jul 01 - Jul 31 | July 24 |
| 8 | July 27 | August 3 | August 14 | Aug 01 - Aug 31 | August 25 |
| 9 | August 25 | September 1 | September 15 | Sep 01 - Sep 30 | September 25 |
| 10 | September 25 | October 1 | October 13 | Oct 01 - Oct 31 | October 23 |
| 11 | October 26 | November 2 | November 12 | Nov 01 - Nov 30 | November 25 |
| 12 | November 25 | December 1 | December 10 | Dec 01 - Dec 31 | December 23 |
| 1-2026 | December 28, 2026 | January 4, 2027 | January 8, 2027 | Jan 01 - Jan 31 | January 25, 2027 |

Special note: Due to the pay exception's deadline occurring early in the month, departments can submit their monthly Kiel pay exceptions a **month in arrears** in order to adjust pay properly. This method aims to reduce the adjustments required at the end of the month.