

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 <u>KIEL@DUKE.EDU</u> (by Noon)	Donations due to <u>KIEL@DUKE.EDU</u> (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.