

KIEL APPLICATION FORMS/DONATION FORMS PROCESSING SCHEDULE (2018)

Biweekly Employees

Biweekly Pay Period	Applications due to Benefits (by Noon)	Donations due to Benefits (by Noon)	Payroll Cycle	Biweekly Pay Date
1	December 08	December 13	Dec 11 – Dec 24	January 05
2	December 21	December 27	Dec 25 – Jan 07	January 19
3	January 05	January 10	Jan 08 – Jan 21	February 02
4	January 19	January 24	Jan 22 – Feb 04	February 16
5	February 02	February 07	Feb 05 – Feb 18	March 02
6	February 16	February 21	Feb 19 – Mar 04	March 16
7	March 02	March 07	Mar 05 – Mar 18	March 30
8	March 16	March 21	Mar 19 – Apr 01	April 13
9	March 30	April 04	Apr 02 – Apr 15	April 27
10	April 13	April 18	Apr 16 – Apr 29	May 11
11	April 27	May 02	Apr 30 – May 13	May 25
12	May 11	May 16	May 14 – May 27	June 08
13	May 25	May 30	May 28 – Jun 10	June 22
14	June 08	June 13	Jun 11 – Jun 24	July 06
15	June 22	June 27	Jun 25 – Jul 08	July 20
16	July 06	July 11	Jul 09 – Jul 22	August 03
17	July 20	July 25	Jul 23 – Aug 05	August 17
18	August 03	August 08	Aug 06 – Aug 19	August 31
19	August 17	August 22	Aug 20 – Sep 02	September 14
20	August 31	September 05	Sep 03 – Sep 16	September 28
21	September 14	September 19	Sep 17 – Sep 30	October 12
22	September 28	October 03	Oct 01 – Oct 14	October 26
23	October 12	October 17	Oct 15 – Oct 28	November 09
24	October 26	October 31	Oct 29 – Nov 11	November 21
25	November 09	November 14	Nov 12 – Nov 25	December 07
26	November 26	November 28	Nov 26 – Dec 09	December 21

Please Note: The payment of Kiel hours is initiated by the Kiel recipient's department once an application is approved and donations are processed. The deadline for submission of Kiel Payment Forms for biweekly employees or Pay Exception Forms for monthly employees is available at <https://hr.duke.edu/benefits/time-away/kiel/timelines>