

KIEL APPLICATION FORMS/DONATION FORMS PROCESSING SCHEDULE (2018)

Monthly Employees

Monthly Pay Period	Applications due to Benefits (by Noon)	Donations due to Benefits (by Noon)	Payroll Cycle	Monthly Pay Date
1	December 15	December 28*	January 1 - January 31	January 25
2	January 16	January 31	February 1 - February 28	February 23
3	February 15	February 28	March 1 - March 31	March 23
4	March 15	March 30	April 1 - April 30	April 25
5	April 16	April 30	May 1 - May 31	May 25
6	May 15	May 31	June 1 – June 30	June 25
7	June 15	June 29	July 1 – July 31	July 25
8	July 16	July 31	August 1 – August 31	August 25
9	August 15	August 31	September 1 – September 30	September 25
10	September 14	September 28	October 1 – October 31	October 25
11	October 15	October 31	November 1 – November 30	November 21
12	November 15	November 30	December 1 – December 31	December 21

*Earlier due date in advance of recognized holiday

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>