

## Kiel Application Forms/Donation Forms Processing Schedule (2019)

### Biweekly Employees

Biweekly Pay Period	Applications due to Benefits (by Noon)	Donations due to Benefits (by Noon)	Payroll Cycle	Biweekly Pay Date
1	December 07	December 12	Dec 10 – Dec 23	January 04
2	December 20*	December 26	Dec 24 – Jan 06	January 18
3	January 04	January 09	Jan 07 – Jan 20	February 01
4	January 18	January 23	Jan 21 – Feb 03	February 15
5	February 01	February 06	Feb 04 – Feb 17	March 01
6	February 15	February 20	Feb 18 – Mar 03	March 15
7	March 01	March 06	Mar 04 – Mar 17	March 29
8	March 15	March 20	Mar 18 – Mar 29	April 12
9	March 29	April 03	Apr 01 – Apr 14	April 26
10	April 12	April 17	Apr 15 – Apr 28	May 10
11	April 26	May 01	Apr 29 – May 12	May 24
12	May 10	May 15	May 13 – May 26	June 07
13	May 24	May 29	May 27 – Jun 09	June 21
14	June 07	June 12	Jun 10 – Jun 23	July 05
15	June 21	June 26	Jun 24 – Jul 07	July 19
16	July 05	July 10	Jul 08 – Jul 21	August 02
17	July 19	July 24	Jul 22 – Aug 04	August 16
18	August 02	August 07	Aug 05 – Aug 18	August 30
19	August 16	August 21	Aug 19 – Sept 01	September 13
20	August 30	September 04	Sept 02 – Sept 15	September 27
21	September 13	September 18	Sept 16 – Sept 29	October 11
22	September 27	October 02	Sept 30 – Oct 13	October 25
23	October 11	October 16	Oct 14 – Oct 27	November 08
24	October 25	October 30	Oct 28 – Nov 10	November 22
25	November 08	November 13	Nov 11 – Nov 24	December 06
26	November 22	November 27	Nov 25 – Dec 08	December 20
1-2020	December 06	December 11	Dec 09 – Dec 22	Jan 3, 2020
2-2020	December 20	December 23*	Dec 23 – Jan 05	Jan 17, 2020

**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>