

2020 Kiel Application Forms/Donation Forms Processing Schedule

Biweekly Employees

Biweekly Pay Period	Applications due to Benefits (by Noon)	Donations due to Benefits (by Noon)	Payroll Cycle	Biweekly Pay Date
1	December 06	December 11	Dec 09 – Dec 22	January 03
2	December 20	December 23*	Dec 23 – Jan 05	January 17
3	January 03	January 08	Jan 06 – Jan 19	January 31
4	January 17	January 22	Jan 20 – Feb 02	February 14
5	January 31	February 05	Feb 03 – Feb 16	February 28
6	February 14	February 19	Feb 17 – Mar 01	March 13
7	February 28	March 04	Mar 02 – Mar 15	March 27
8	March 13	March 18	Mar 16 – Mar 29	April 10
9	March 27	April 01	Mar 30 – Apr 12	April 24
10	April 10	April 15	Apr 13 – Apr 26	May 08
11	April 24	April 29	Apr 27 – May 10	May 22
12	May 08	May 13	May 11 – May 24	June 05
13	May 22	May 27	May 25 – Jun 07	June 19
14	June 05	June 10	Jun 08 – Jun 21	July 02
15	June 19	June 24	Jun 22 – Jul 05	July 17
16	July 03	July 08	Jul 06 – Jul 19	July 31
17	July 17	July 22	Jul 20 – Aug 02	August 14
18	July 31	August 05	Aug 03 – Aug 16	August 28
19	August 14	August 19	Aug 17 – Aug 30	September 11
20	August 28	September 02	Aug 31 – Sept 13	September 25
21	September 11	September 16	Sept 14 – Sept 27	October 09
22	September 25	September 30	Sept 28 – Oct 11	October 23
23	October 09	October 14	Oct 12 – Oct 25	November 06
24	October 23	October 28	Oct 26 – Nov 08	November 20
25	November 06	November 11	Nov 09 – Nov 22	December 04
26	November 20	November 25	Nov 23 – Dec 06	December 18
1-2021	December 04	December 09	Dec 07 – Dec 20	December 30
2-2021	December 18	December 23*	Dec 21 – Jan 03	Jan 15, 2021

*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>