

2020 Kiel Application Forms/Donation Forms Processing Schedule

Monthly Employees

Monthly Pay Period	Applications due to Benefits (by Noon)	Donations due to Benefits (by Noon)	Payroll Cycle	Monthly Pay Date
1	December 16*	December 30*	January 1 - January 31	January 24
2	January 15	January 31	February 1 - February 29	February 25
3	February 17*	February 28	March 1 - March 31	March 25
4	March 16*	March 31	April 1 - April 30	April 24
5	April 15	April 30	May 1 - May 31	May 22
6	May 15	May 29*	June 1 – June 30	June 25
7	June 15	June 30	July 1 – July 31	July 24
8	July 15	July 31	August 1 – August 31	August 25
9	August 15	August 31	September 1 – September 30	September 23
10	September 17*	September 30	October 1 – October 31	October 23
11	October 15	October 30	November 1 – November 30	November 25
12	November 16*	November 30	December 1 – December 31	December 23
1-2021	December 15	December 30*	January 1 - January 31	January 25, 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>