

Kiel Pay Exception Forms Processing Schedule

For Monthly Recipients

The Kiel recipient's department must submit the *Pay Exception Form* indicating the days that recipient should receive payment for during the specified month. The original signed form must be submitted to *Corporate Payroll* (705 Broad Street, Box 90484) no later than date indicated below per the schedule in order to impact pay for the desired month. Please refer to the schedule below for exact dates.

Kiel Pay Exception Forms Processing Schedule (2018)			
Monthly Employees			
Monthly Payroll Cycle	Pay Exception Form Due Date to <u>Corporate Payroll</u> (by Noon)	Impacting the Following Payroll Cycle	Monthly Pay Date
1	January 10	Jan 01 – Jan 31	Jan 25
2	February 09	Feb 01 – Feb 28	Feb 23
3	March 09	Mar 01 – Mar 31	Mar 23
4	April 10	Apr 01 – Apr 30	Apr 25
5	May 15	May 01 – May 31	May 25
6	June 12	Jun 01 – Jun 30	Jun 25
7	July 11	Jul 01 – Jul 31	Jul 25
8	August 10	Aug 01 – Aug 31	Aug 25
9	September 11	Sep 01 – Sep 30	Sep 25
10	October 12	Oct 01 – Oct 31	Oct 25
11	November 08	Nov 01 – Nov 30	Nov 21
12	December 11	Dec 01 – Dec 31	Dec 21