

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 NOTE: If Kiel Pay Exception forms are not submitted to Payroll by the due date and time as per the schedule, it will result in a denied Kiel payment. Payroll will not cut manual or off-cycle checks.** Please refer to the schedule below for exact dates.

2020 Kiel Pay Exception Forms Processing Schedule 2020 Monthly Employees

Monthly Payroll Cycle	Pay Exception Form Due Date to <u>Corporate Payroll</u> (by Noon)	Payroll Cycle	Monthly Pay Date
1	January 13	Jan 01 – Jan 31	Jan 24
2	February 12	Feb 01 – Feb 29	Feb 25
3	March 11	Mar 01 – Mar 31	Mar 25
4	April 15	Apr 01 – Apr 30	Apr 24
5	May 13	May 01 – May 31	May 22
6	June 12	Jun 01 – Jun 30	Jun 25
7	July 13	Jul 01 – Jul 31	Jul 24
8	August 12	Aug 01 – Aug 31	Aug 25
9	September 14	Sep 01 – Sep 30	Sep 23
10	October 14	Oct 01 – Oct 31	Oct 23
11	November 13	Nov 01 – Nov 30	Nov 25
12	December 11	Dec 01 – Dec 31	Dec 23
1-2021	January 11	Jan 01 – Jan 31	Jan 25, 2021