

Kiel Payment Forms Processing Schedule

For Biweekly Recipients

The signed *Kiel Payment Form* must be submitted to the HR - Benefits department no later than noon on 2nd Friday for the specific pay period (see Schedule below).

Email: (Preferred) To: kiel@duke.edu **NEW!**
Subject: Kiel Payment Form

Fax: 919-681-8774

Mail: 705 Broad Street, Box 90502

Kiel Payment Forms Processing Schedule (2018)			
Biweekly Employees			
Biweekly Payroll Cycle	Kiel Payment Form Due Date to Benefits (by Noon)	Impacting the Following Payroll Cycle	Biweekly Pay Date
1	December 20*	Dec 11 – Dec 24	Jan 05
2	January 05	Dec 25 – Jan 07	Jan 19
3	January 19	Jan 08 – Jan 21	Feb 02
4	February 02	Jan 22 – Feb 04	Feb 16
5	February 16	Feb 05 – Feb 18	Mar 02
6	March 02	Feb 19 – Mar 04	Mar 16
7	March 16	Mar 05 – Mar 18	Mar 30
8	March 30	Mar 19 – Apr 01	Apr 13
9	April 13	Apr 02 – Apr 15	Apr 27
10	April 27	Apr 16 – Apr 29	May 11
11	May 11	Apr 30 – May 13	May 25
12	May 25	May 14 – May 27	Jun 08
13	June 08	May 28 – Jun 10	Jun 22
14	June 22	Jun 11 – Jun 24	Jul 06
15	July 06	Jun 25 – Jul 08	Jul 20
16	July 20	Jul 09 – Jul 22	Aug 03
17	August 03	Jul 23 – Aug 05	Aug 17
18	August 17	Aug 06 – Aug 19	Aug 31
19	August 31	Aug 20 – Sept 02	Sep 14
20	September 14	Sept 03 – Sept 16	Sep 28
21	September 28	Sept 17 – Sept 30	Oct 12
22	October 12	Oct 01 – Oct 14	Oct 26
23	October 26	Oct 15 – Oct 28	Nov 09
24	November 09	Oct 29 – Nov 11	Nov 21
25	November 21*	Nov 12 – Nov 25	Dec 07
26	December 07	Nov 26 – Dec 09	Dec 21

*Earlier due date in advance of recognized holiday