## **For Biweekly Recipients**

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

Email: (Preferred) To: kiel@duke.edu

Subject: Kiel Payment Form

**Fax:** 919-681-8774

Mail: 705 Broad Street, Box 90502, Durham, 27708

## Kiel Payment Forms Processing Schedule (2019) Biweekly Employees

Biweekly Payroll	Kiel Payment Form Due Date to Benefits (by Noon)	Impacting the Following Payroll Cycle	Biweekly Pay
Cycle	benenes (5) resen,	i ayron cycle	Date
1	December 19*	Dec 10 – Dec 23	Jan 04
2	January 04	Dec 24 – Jan 06	Jan 18
3	January 18	Jan 07 – Jan 20	Feb 01
4	February 01	Jan 21 – Feb 03	Feb 15
5	February 15	Feb 04 – Feb 17	Mar 01
6	March 01	Feb 18 – Mar 03	Mar 15
7	March 15	Mar 04 – Mar 17	Mar 29
8	March 29	Mar 18 – Mar 29	Apr 12
9	April 12	Apr 01 – Apr 14	Apr 26
10	April 26	Apr 15 – Apr 28	May 10
11	May 10	Apr 29 – May 12	May 24
12	May 23*	May 13 – May 26	Jun 07
13	June 07	May 27 – Jun 09	Jun 21
14	June 21	Jun 10 – Jun 23	Jul 05
15	July 05	Jun 24 – Jul 07	Jul 19
16	July 19	Jul 08 – Jul 21	Aug 02
17	August 02	Jul 22 – Aug 04	Aug 16
18	August 16	Aug 05 – Aug 18	Aug 30
19	August 30	Aug 19 – Sept 01	Sep 13
20	September 13	Sept 02 – Sept 15	Sep 27
21	September 27	Sept 16 – Sept 29	Oct 11
22	October 11	Sept 30 – Oct 13	Oct 25
23	October 25	Oct 14 – Oct 27	Nov 08
24	November 08	Oct 28 – Nov 10	Nov 22
25	November 22	Nov 11 – Nov 24	Dec 06
26	December 06	Nov 25 – Dec 08	Dec 20
1-2020	December 19*	Dec 09 – Dec 22	Jan 3, 2020
2-2020	January 03	Dec 23 – Jan 05	Jan 17, 2020

<sup>\*</sup>Earlier due date in advance of recognized holiday