

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). **PLEASE NOTE: If Kiel Payment forms are not received 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.** Forms are submitted to Benefits by email to kiel@duke.edu (Subject: Kiel Payment Form).

Email: To: kiel@duke.edu
Subject: Kiel Payment Form

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

2020 Kiel Payment Forms Processing Schedule Biweekly Employees

Biweekly Payroll Cycle	Kiel Payment Form Due Date to Benefits (by Noon)	Payroll Cycle	Biweekly Pay Date
1	December 19*	Dec 09 – Dec 22	Jan 03
2	January 03	Dec 23 – Jan 05	Jan 17
3	January 17	Jan 06 – Jan 19	Jan 31
4	January 31	Jan 20 – Feb 02	Feb 14
5	February 14	Feb 03 – Feb 16	Feb 28
6	February 28	Feb 17 – Mar 01	Mar 13
7	March 13	Mar 02 – Mar 15	Mar 27
8	March 27	Mar 16 – Mar 29	Apr 10
9	April 10	Mar 30 – Apr 12	Apr 24
10	April 24	Apr 13 – Apr 26	May 08
11	May 08	Apr 27 – May 10	May 22
12	May 22*	May 11 – May 24	Jun 05
13	June 05	May 25 – Jun 07	Jun 19
14	June 19	Jun 08 – Jun 21	Jul 02
15	July 03	Jun 22 – Jul 05	Jul 17
16	July 17	Jul 06 – Jul 19	Jul 31
17	July 31	Jul 20 – Aug 02	Aug 14
18	August 14	Aug 03 – Aug 16	Aug 28
19	August 28	Aug 17 – Aug 30	Sep 11
20	September 11	Aug 31 – Sept 13	Sep 25
21	September 25	Sept 14 – Sept 27	Oct 09
22	October 09	Sept 28 – Oct 11	Oct 23
23	October 23	Oct 12 – Oct 25	Nov 06
24	November 06	Oct 26 – Nov 08	Nov 20
25	November 20	Nov 09 – Nov 22	Dec 04
26	December 04	Nov 23 – Dec 06	Dec 18
1-2021	December 18*	Dec 07 – Dec 20	Dec 30
2-2021	December 30*	Dec 21 – Jan 03	Jan 15, 2021

*Earlier due date in advance of recognized holiday