

PAYPERIOD		PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAY DATE		TIME & ATTENDANCE AND ELECTRONIC TIME CARDS EMPLOYEE LOCK DOWN	TIME & ATTENDANCE AND ELECTRONIC TIME CARDS SUPERVISOR LOCK DOWN	CURRENT ONLY PAY PERIOD GROSS ADJUSTMENTS DUE (see note below for prior pay periods)	** FORMS DUE TO MANAGEMENT CENTERS (except DRH)	ALL FORMS DUE TO DRH HR	ALL TYPES OF iFORMS
		Monday	Sunday	Friday		Monday - 10am	Tuesday - 10am	Tuesday - 3pm	Friday - noon	Friday - 5pm	Monday - 5pm
1	01-1	12-Dec-16	25-Dec-16	06-Jan-17	T	27-Dec-16*	27-Dec-16	27-Dec-16	16-Dec-16	16-Dec-16	19-Dec-16
2	01-2	26-Dec-16	08-Jan-17	20-Jan-17	I	09-Jan-17	10-Jan-17	10-Jan-17	29-Dec-16*	29-Dec-16*	29-Dec-16*
3	02-1	09-Jan	22-Jan	03-Feb	M	23-Jan	24-Jan	24-Jan	13-Jan	13-Jan	13-Jan*
4	02-2	23-Jan	05-Feb	17-Feb	E	06-Feb	07-Feb	07-Feb	27-Jan	27-Jan	30-Jan
5	03-1	06-Feb	19-Feb	03-Mar		20-Feb	21-Feb	21-Feb	10-Feb	10-Feb	13-Feb
6	03-2	20-Feb	05-Mar	17-Mar	&	06-Mar	07-Mar	07-Mar	24-Feb	24-Feb	27-Feb
7	03-3	06-Mar	19-Mar	31-Mar		20-Mar	21-Mar	21-Mar	10-Mar	10-Mar	13-Mar
8	04-1	20-Mar	02-Apr	14-Apr	A	03-Apr	04-Apr	04-Apr	24-Mar	24-Mar	27-Mar
9	04-2	03-Apr	16-Apr	28-Apr	T	17-Apr	18-Apr	18-Apr	07-Apr	07-Apr	10-Apr
10	05-1	17-Apr	30-Apr	12-May	T	01-May	02-May	02-May	21-Apr	21-Apr	24-Apr
11	05-2	01-May	14-May	26-May	E	15-May	16-May	16-May	05-May	05-May	08-May
12	06-1	15-May	28-May	09-Jun	N	30-May*	30-May	30-May	19-May	19-May	22-May
13	06-2	29-May	11-Jun	23-Jun	D	12-Jun	13-Jun	13-Jun	02-Jun	02-Jun	05-Jun
14	07-1	12-Jun	25-Jun	07-Jul	A	26-Jun	27-Jun	27-Jun	16-Jun	16-Jun	19-Jun
15	07-2	26-Jun	09-Jul	21-Jul	N	10-Jul	11-Jul	11-Jul	30-Jun	30-Jun	03-Jul
16	08-1	10-Jul	23-Jul	04-Aug	C	24-Jul	25-Jul	25-Jul	14-Jul	14-Jul	17-Jul
17	08-2	24-Jul	06-Aug	18-Aug	E	07-Aug	08-Aug	08-Aug	28-Jul	28-Jul	31-Jul
18	09-1	07-Aug	20-Aug	01-Sep		21-Aug	22-Aug	22-Aug	11-Aug	11-Aug	14-Aug
19	09-2	21-Aug	03-Sep	15-Sep	S	05-Sep*	05-Sep	05-Sep	25-Aug	25-Aug	28-Aug
20	09-3	04-Sep	17-Sep	29-Sep	C	18-Sep	19-Sep	19-Sep	08-Sep	08-Sep	11-Sep
21	10-1	18-Sep	01-Oct	13-Oct	H	02-Oct	03-Oct	03-Oct	22-Sep	22-Sep	25-Sep
22	10-2	02-Oct	15-Oct	27-Oct	E	16-Oct	17-Oct	17-Oct	06-Oct	06-Oct	09-Oct
23	11-1	16-Oct	29-Oct	10-Nov	D	30-Oct	31-Oct	31-Oct	20-Oct	20-Oct	23-Oct
24	11-2	30-Oct	12-Nov	22-Nov*	U	13-Nov	14-Nov	14-Nov	03-Nov	03-Nov	06-Nov
25	12-1	13-Nov	26-Nov	08-Dec	L	27-Nov	28-Nov	28-Nov	17-Nov	17-Nov	20-Nov
26	12-2	27-Nov	10-Dec	21-Dec*	E	11-Dec	12-Dec	12-Dec	01-Dec	01-Dec	04-Dec
1	01-1	11-Dec	24-Dec	5-Jan-18		26-Dec*	26-Dec*	26-Dec	15-Dec	15-Dec	18-Dec
2	01-2	25-Dec	07-Jan-18	19-Jan-18		08-Jan-18	09-Jan-18	09-Jan-18	28-Dec-17*	28-Dec-17*	28-Dec-17*

**NOTE:**

- 1) Form deadlines are to be considered **final deadlines** in order to be reflected in that pay period.
  - 2) Gross Adjustment forms should be submitted directly to Corporate Payroll.
    - a) **Prior pay period Gross Adjustment forms** are due to Corporate Payroll **the Wednesday prior to pay day** in order to be reflected in the **following payroll check/voucher**.
  - 3) Duke Raleigh Hospital uses a separate internal calendar for deadlines.
  - 4) The column referring to "Time & Attendance" is applicable to those areas within Duke University and Health System that utilize the API Time and Attendance system.
  - 5) Management Centers include Provost Area, Arts & Sciences Administrative Area, School of Medicine, Central Administrative Area, and Designated DUHS Approvers.
- \* Yellow highlights indicate adjustments to schedule.