

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	ALL TYPES OF iFORMS
		Monday	Sunday	Friday		Monday - 10am	Tuesday - 10am	Tuesday - 3pm		Friday - noon	Monday - 5pm
1	01-1	11-Dec-17	24-Dec-17	05-Jan-18	T	26-Dec-17*	26-Dec-17*	26-Dec-17*	F	15-Dec-17	18-Dec-17
2	01-2	25-Dec-17	07-Jan-18	19-Jan-18	M	08-Jan-18	09-Jan-18	09-Jan-18	O	28-Dec-17*	28-Dec-17*
3	02-1	08-Jan	21-Jan	02-Feb	E	22-Jan	23-Jan	23-Jan	R	12-Jan	12-Jan*
4	02-2	22-Jan	04-Feb	16-Feb		05-Feb	06-Feb	06-Feb	M	26-Jan	29-Jan
5	03-1	05-Feb	18-Feb	02-Mar	&	19-Feb	20-Feb	20-Feb	S	09-Feb	12-Feb
6	03-2	19-Feb	04-Mar	16-Mar	A	05-Mar	06-Mar	06-Mar	D	23-Feb	26-Feb
7	03-3	05-Mar	18-Mar	30-Mar	T	19-Mar	20-Mar	20-Mar	E	09-Mar	12-Mar
8	04-1	19-Mar	01-Apr	13-Apr	A	02-Apr	03-Apr	03-Apr	D	23-Mar	26-Mar
9	04-2	02-Apr	15-Apr	27-Apr	T	16-Apr	17-Apr	17-Apr	E	06-Apr	09-Apr
10	05-1	16-Apr	29-Apr	11-May	T	30-Apr	01-May	01-May	A	20-Apr	23-Apr
11	05-2	30-Apr	13-May	25-May	E	14-May	15-May	15-May	D	04-May	07-May
12	06-1	14-May	27-May	08-Jun	N	29-May*	29-May*	29-May*	L	18-May	21-May
13	06-2	28-May	10-Jun	22-Jun	D	11-Jun	12-Jun	12-Jun	I	01-Jun	04-Jun
14	07-1	11-Jun	24-Jun	06-Jul	A	25-Jun	26-Jun	26-Jun	N	15-Jun	18-Jun
15	07-2	25-Jun	08-Jul	20-Jul	N	09-Jul	10-Jul	10-Jul	E	29-Jun	02-Jul
16	08-1	09-Jul	22-Jul	03-Aug	C	23-Jul	24-Jul	24-Jul	S	13-Jul	16-Jul
17	08-2	23-Jul	05-Aug	17-Aug	E	06-Aug	07-Aug	07-Aug	S	27-Jul	30-Jul
18	08-3	06-Aug	19-Aug	31-Aug		20-Aug	21-Aug	21-Aug	C	10-Aug	13-Aug
19	09-1	20-Aug	02-Sep	14-Sep	S	04-Sep*	04-Sep*	04-Sep*	H	24-Aug	27-Aug
20	09-2	03-Sep	16-Sep	28-Sep	C	17-Sep	18-Sep	18-Sep	E	07-Sep	10-Sep
21	10-1	17-Sep	30-Sep	12-Oct	H	01-Oct	02-Oct	02-Oct	D	21-Sep	24-Sep
22	10-2	01-Oct	14-Oct	26-Oct	E	15-Oct	16-Oct	16-Oct	U	05-Oct	08-Oct
23	11-1	15-Oct	28-Oct	09-Nov	D	29-Oct	30-Oct	30-Oct	L	19-Oct	22-Oct
24	11-2	29-Oct	11-Nov	21-Nov*	U	12-Nov	13-Nov	13-Nov	E	02-Nov	05-Nov
25	12-1	12-Nov	25-Nov	07-Dec	L	26-Nov	27-Nov	27-Nov		16-Nov	19-Nov
26	12-2	26-Nov	09-Dec	21-Dec	E	10-Dec	11-Dec	11-Dec		30-Nov	03-Dec
1	01-1	10-Dec	23-Dec	04-Jan-19		26-Dec*	26-Dec*	26-Dec*		14-Dec	17-Dec
2	01-2	24-Dec	06-Jan-19	18-Jan-19		07-Jan-19	08-Jan-19	08-Jan-19		28-Dec-18	28-Dec-18*

**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.
- \* Yellow highlights indicate adjustments to schedule.
- \*\* Management Centers include Provost Area, Arts & Sciences Administrative Area, School of Medicine, Central Administrative Area, Duke Regional Hospital, and other Designated DUHS Approvers.