

DUKE UNIVERSITY CORPORATE PAYROLL SERVICES 2017 MONTHLY PAYROLL SCHEDULE

				iFORMS		
PAY PERIOD	** Forms Due To Management Centers (except DRH)	Forms Due To DRH HR	Leave of Absence and Pay Exception Forms Due to Corporate Payroll 12-Noon	All Types of iForms	Time & Attendance Closing To Update PTO Balances (previous month) 10:00 AM	PAY DATE
FEBRUARY	09-Feb	09-Feb	13-Feb	14-Feb	03-Feb	24-Feb*
MARCH	09-Mar	09-Mar	13-Mar	14-Mar	03-Mar	24-Mar*
APRIL	10-Apr	10-Apr	12-Apr	13-Apr	05-Apr	25-Apr
MAY	08-May	08-May	12-May	15-May	03-May	25-May
JUNE	08-Jun	08-Jun	12-Jun	15-Jun	05-Jun	23-Jun*
JULY	07-Jul	07-Jul	13-Jul	13-Jul	03-Jul	25-Jul
AUGUST	08-Aug	08-Aug	11-Aug	14-Aug	03-Aug	25-Aug
SEPTEMBER	07-Sep	07-Sep	12-Sep	14-Sep	06-Sep	25-Sep
OCTOBER	09-Oct	09-Oct	11-Oct	12-Oct	04-Oct	25-Oct
NOVEMBER	03-Nov	03-Nov	08-Nov	09-Nov	03-Nov	22-Nov*
DECEMBER	07-Dec	07-Dec	11-Dec	12-Dec	04-Dec	21-Dec*
JANUARY-18	09-Jan-18	09-Jan-18	11-Jan-18	12-Jan-18	03-Jan-18	25-Jan-18

NOTE:

- 1) Form deadlines are to be considered **final deadlines** in order to be reflected in that pay period. Late forms will be processed in the next available payroll.
- 2) Pay Exceptions should be submitted directly to Corporate Payroll Services.
- 3) Duke Raleigh Hospital uses a separate internal calendar for deadlines.
- 4) Submit the Payroll Leave of Absence form directly to Corporate Payroll Services. There should be no attachments.

* Yellow highlights indicate adjustment to schedule.

** Management Centers include Provost Area, Arts & Sciences Administrative Area, School of Medicine, Central Administrative Area, and Designated DUHS Approvers.