

## DUKE CORPORATE PAYROLL SERVICES 2018 MONTHLY PAYROLL SCHEDULE

			iFORMS		
PAY PERIOD	** Forms Due To Management Centers	Leave of Absence and Pay Exception Forms Due to Corporate Payroll	All Types of iForms	Time & Attendance Closing To Update PTO Balances (previous month)	PAY DATE
		12-Noon		10:00 AM	
JANUARY	09-Jan	11-Jan	12-Jan	03-Jan	25-Jan
FEBRUARY	07-Feb	12-Feb	13-Feb	02-Feb	23-Feb*
MARCH	07-Mar	12-Mar	13-Mar	02-Mar	23-Mar*
APRIL	05-Apr	11-Apr	12-Apr	04-Apr	25-Apr
MAY	11-May	16-May	17-May	02-May	25-May
JUNE	08-Jun	13-Jun	14-Jun	04-Jun	25-Jun
JULY	09-Jul	12-Jul	13-Jul	03-Jul	25-Jul
AUGUST	08-Aug	13-Aug	14-Aug	02-Aug	24-Aug*
SEPTEMBER	07-Sep	12-Sep	13-Sep	05-Sep	25-Sep
OCTOBER	10-Oct	15-Oct	16-Oct	03-Oct	25-Oct
NOVEMBER	06-Nov	09-Nov	12-Nov	02-Nov	21-Nov*
DECEMBER	07-Dec	12-Dec	13-Dec	04-Dec	21-Dec*
JANUARY-19	08-Jan-19	11-Jan-19	11-Jan-19	03-Jan-19	25-Jan-19

**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, Durham Regional Hospital, and other Designated DUHS Approvers.