

# DUKE CORPORATE PAYROLL SERVICES 2020 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	08-Jan	10-Jan	13-Jan	03-Jan	24-Jan
FEBRUARY	10-Feb	12-Feb	13-Feb	03-Feb	25-Feb
MARCH	09-Mar	11-Mar	12-Mar	02-Mar	25-Mar
APRIL	13-Apr	15-Apr	16-Apr	03-Apr	24-Apr
MAY	11-May	13-May	14-May	04-May	22-May
JUNE	10-Jun	12-Jun	15-Jun	03-Jun	25-Jun
JULY	09-Jul	13-Jul	14-Jul	02-Jul	24-Jul
AUGUST	10-Aug	12-Aug	13-Aug	03-Aug	25-Aug
SEPTEMBER	10-Sep	14-Sep	15-Sep	04-Sep	25-Sep
OCTOBER	12-Oct	14-Oct	15-Oct	02-Oct	23-Oct
NOVEMBER	11-Nov	13-Nov	16-Nov	03-Nov	25-Nov
DECEMBER	09-Dec	11-Dec	14-Dec	03-Dec	23-Dec
JANUARY-21	07-Jan-21	11-Jan-21	12-Jan-21	04-Jan-21	25-Jan-21

**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.
- 5) Yellow highlights indicate adjustment 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.