

DUKE CORPORATE PAYROLL SERVICES 2023 MONTHLY PAYROLL SCHEDULE

		iFORMS		
PAY PERIOD	** Forms Due To Management Centers	All Types of iForms	Time & Attendance Closing to Update PTO Balances (previous month)	PAY DATE
			10:00 AM	
JANUARY	05-Jan	10-Jan	04-Jan	25-Jan
FEBRUARY	02-Feb	07-Feb	01-Feb	24-Feb
MARCH	02-Mar	07-Mar	01-Mar	24-Mar
APRIL	10-Apr	13-Apr	05-Apr	25-Apr
MAY	10-May	15-May	03-May	25-May
JUNE	08-Jun	13-Jun	07-Jun	23-Jun
JULY	06-Jul	11-Jul	05-Jul	25-Jul
AUGUST	07-Aug	10-Aug	02-Aug	25-Aug
SEPTEMBER	11-Sep	14-Sep	05-Sep	25-Sep
OCTOBER	10-Oct	13-Oct	04-Oct	25-Oct
NOVEMBER	07-Nov	10-Nov	01-Nov	22-Nov
DECEMBER	06-Dec	11-Dec	04-Dec	21-Dec
JANUARY-24	04-Jan-24	09-Jan-24	03-Jan-24	25-Jan-24

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) Yellow highlights indicate adjustment to schedule.

** Management Centers include Provost Area, School of Medicine, Central Administrative Area, and designated DUHS approvers.