

# DUKE CORPORATE PAYROLL SERVICES 2019 MONTHLY PAYROLL SCHEDULE

			iFORMS		
PAY PERIOD	** Forms Due To Management Centers	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
JANUARY	09-Jan	11-Jan	14-Jan	03-Jan	25-Jan
FEBRUARY	07-Feb	11-Feb	12-Feb	04-Feb	25-Feb
MARCH	08-Mar	12-Mar	13-Mar	04-Mar	25-Mar
APRIL	10-Apr	12-Apr	15-Apr	03-Apr	25-Apr
MAY	13-May	15-May	16-May	02-May	24-May
JUNE	10-Jun	12-Jun	13-Jun	04-Jun	25-Jun
JULY	11-Jul	15-Jul	16-Jul	02-Jul	25-Jul
AUGUST	08-Aug	12-Aug	13-Aug	02-Aug	23-Aug
SEPTEMBER	06-Sep	10-Sep	11-Sep	04-Sep	25-Sep
OCTOBER	14-Oct	16-Oct	17-Oct	03-Oct	25-Oct
NOVEMBER	11-Nov	13-Nov	14-Nov	04-Nov	25-Nov
DECEMBER	10-Dec	12-Dec	13-Dec	03-Dec	23-Dec
JANUARY-20	08-Jan-20	10-Jan-20	13-Jan-20	03-Jan-20	24-Jan-20

**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.