

					iFORMS						
PAY PERIOD		PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAY DATE	T I M E & A T T E N D A N C E & S C H E D U L E	TIME & ATTENDANCE AND ELECTRONIC TIME CARDS EMPLOYEE LOCK DOWN	TIME & ATTENDANCE AND ELECTRONIC TIME CARDS SUPERVISOR LOCK DOWN	CURRENT ONLY PAY PERIOD GROSS ADJUSTMENTS DUE (see note below for prior pay periods)	F O R M S D E A D L I N E S C H E D U L E	** FORMS DUE TO MANAGEMENT CENTERS	ALL TYPES OF Iforms
		Monday	Sunday	Friday		Monday - 10am	Tuesday - 10am	Tuesday - 3pm		Friday - noon	Monday - 5pm
1	01-1	09-Dec-19	22-Dec-19	03-Jan-20		23-Dec-19	23-Dec-19	23-Dec-19		13-Dec-19	16-Dec-19
2	01-2	23-Dec-19	05-Jan-20	17-Jan-20	06-Jan-20	07-Jan-20	07-Jan-20	27-Dec-19	30-Dec-19		
3	01-3	06-Jan	19-Jan	31-Jan	21-Jan	21-Jan	21-Jan	10-Jan	13-Jan		
4	02-1	20-Jan	02-Feb	14-Feb	03-Feb	04-Feb	04-Feb	24-Jan	27-Jan		
5	02-2	03-Feb	16-Feb	28-Feb	17-Feb	18-Feb	18-Feb	07-Feb	10-Feb		
6	03-1	17-Feb	01-Mar	13-Mar	02-Mar	03-Mar	03-Mar	21-Feb	24-Feb		
7	03-2	02-Mar	15-Mar	27-Mar	16-Mar	17-Mar	17-Mar	06-Mar	09-Mar		
8	04-1	16-Mar	29-Mar	10-Apr	30-Mar	31-Mar	31-Mar	20-Mar	23-Mar		
9	04-2	30-Mar	12-Apr	24-Apr	13-Apr	14-Apr	14-Apr	03-Apr	06-Apr		
10	05-1	13-Apr	26-Apr	08-May	27-Apr	28-Apr	28-Apr	17-Apr	20-Apr		
11	05-2	27-Apr	10-May	22-May	11-May	12-May	12-May	01-May	04-May		
12	06-1	11-May	24-May	05-Jun	26-May	26-May	26-May	15-May	18-May		
13	06-2	25-May	07-Jun	19-Jun	08-Jun	09-Jun	09-Jun	29-May	01-Jun		
14	07-1	08-Jun	21-Jun	02-Jul	22-Jun	23-Jun	23-Jun	12-Jun	15-Jun		
15	07-2	22-Jun	05-Jul	17-Jul	06-Jul	07-Jul	07-Jul	26-Jun	29-Jun		
16	07-3	06-Jul	19-Jul	31-Jul	20-Jul	21-Jul	21-Jul	10-Jul	13-Jul		
17	08-1	20-Jul	02-Aug	14-Aug	03-Aug	04-Aug	04-Aug	24-Jul	27-Jul		
18	08-2	03-Aug	16-Aug	28-Aug	17-Aug	18-Aug	18-Aug	07-Aug	10-Aug		
19	09-1	17-Aug	30-Aug	11-Sep	31-Aug	01-Sep	01-Sep	21-Aug	24-Aug		
20	09-2	31-Aug	13-Sep	25-Sep	14-Sep	15-Sep	15-Sep	04-Sep	08-Sep		
21	10-1	14-Sep	27-Sep	09-Oct	28-Sep	29-Sep	29-Sep	18-Sep	21-Sep		
22	10-2	28-Sep	11-Oct	23-Oct	12-Oct	13-Oct	13-Oct	02-Oct	05-Oct		
23	11-1	12-Oct	25-Oct	06-Nov	26-Oct	27-Oct	27-Oct	16-Oct	19-Oct		
24	11-2	26-Oct	08-Nov	20-Nov	09-Nov	10-Nov	10-Nov	30-Oct	02-Nov		
25	12-1	09-Nov	22-Nov	04-Dec	23-Nov	23-Nov	23-Nov	13-Nov	16-Nov		
26	12-2	23-Nov	06-Dec	18-Dec	07-Dec	08-Dec	08-Dec	24-Nov	25-Nov		
27	12-3	07-Dec	20-Dec	30-Dec	21-Dec	21-Dec	21-Dec	11-Dec	14-Dec		
1	01-1	21-Dec-20	03-Jan-21	15-Jan-21	04-Jan-21	05-Jan-21	05-Jan-21	22-Dec-20	23-Dec		
2	01-2	04-Jan-21	17-Jan-21	29-Jan-21	19-Jan-21	19-Jan-21	19-Jan-21	8-Jan-21	11-Jan-21		

Note:

- 1) Form deadlines are to be considered **final deadlines** in order to be reflected in that pay period.
 - 2) Gross Adjustment forms should be submitted directly to Corporate Payroll.
 - a) **Prior pay period Gross Adjustment forms** are due to Corporate Payroll **the Wednesday prior to pay day** in order to be reflected in the **following payroll check/voucher**.
 - 3) Duke Raleigh Hospital uses a separate internal calendar for deadlines.
 - 4) The column referring to "Time & Attendance" is applicable to those areas within Duke University and Health System that utilize the API Time and Attendance system.
 - 5) Yellow highlights indicate adjustments 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.