

## DUKE CORPORATE PAYROLL SERVICES 2025 BIWEEKLY PAYROLL SCHEDULE

							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	** FORMS DUE TO MANAGEMENT CENTERS	ALL TYPES OF Iforms
		Monday	Sunday	Friday		Monday - 10am	Tuesday - 10am	Tuesday - 3pm	Friday - noon	Monday - 5pm
<b>1</b>	01-1	16-Dec-24	29-Dec-24	10-Jan-25		30-Dec-24	30-Dec-24	30-Dec-24	20-Dec-24	23-Dec-24
<b>2</b>	01-2	30-Dec-24	12-Jan-25	24-Jan-25		13-Jan-25	14-Jan-25	14-Jan-25	03-Jan-25	06-Jan-25
<b>3</b>	02-1	13-Jan	26-Jan	07-Feb		27-Jan	28-Jan	28-Jan	17-Jan	20-Jan
<b>4</b>	02-2	27-Jan	09-Feb	21-Feb		10-Feb	11-Feb	11-Feb	31-Jan	03-Feb
<b>5</b>	03-1	10-Feb	23-Feb	07-Mar		24-Feb	25-Feb	25-Feb	14-Feb	17-Feb
<b>6</b>	03-2	24-Feb	09-Mar	21-Mar		10-Mar	11-Mar	11-Mar	28-Feb	03-Mar
<b>7</b>	04-1	10-Mar	23-Mar	04-Apr		24-Mar	25-Mar	25-Mar	14-Mar	17-Mar
<b>8</b>	04-2	24-Mar	06-Apr	18-Apr		07-Apr	08-Apr	08-Apr	28-Mar	31-Mar
<b>9</b>	05-1	07-Apr	20-Apr	02-May		21-Apr	22-Apr	22-Apr	11-Apr	14-Apr
<b>10</b>	05-2	21-Apr	04-May	16-May		05-May	06-May	06-May	25-Apr	28-Apr
<b>11</b>	05-3	05-May	18-May	30-May		19-May	20-May	20-May	09-May	12-May
<b>12</b>	06-1	19-May	01-Jun	13-Jun		02-Jun	03-Jun	03-Jun	23-May	27-May
<b>13</b>	06-2	02-Jun	15-Jun	27-Jun		16-Jun	16-Jun	16-Jun	06-Jun	09-Jun
<b>14</b>	07-1	16-Jun	29-Jun	11-Jul		30-Jun	01-Jul	01-Jul	20-Jun	23-Jun
<b>15</b>	07-2	30-Jun	13-Jul	25-Jul		14-Jul	15-Jul	15-Jul	04-Jul	07-Jul
<b>16</b>	08-1	14-Jul	27-Jul	08-Aug		28-Jul	29-Jul	29-Jul	18-Jul	21-Jul
<b>17</b>	08-2	28-Jul	10-Aug	22-Aug		11-Aug	12-Aug	12-Aug	01-Aug	04-Aug
<b>18</b>	09-1	11-Aug	24-Aug	05-Sep		25-Aug	26-Aug	26-Aug	15-Aug	18-Aug
<b>19</b>	09-2	25-Aug	07-Sep	19-Sep		08-Sep	09-Sep	09-Sep	29-Aug	02-Sep
<b>20</b>	10-1	08-Sep	21-Sep	03-Oct		22-Sep	23-Sep	23-Sep	12-Sep	15-Sep
<b>21</b>	10-2	22-Sep	05-Oct	17-Oct		06-Oct	07-Oct	07-Oct	26-Sep	29-Sep
<b>22</b>	10-3	06-Oct	19-Oct	31-Oct		20-Oct	21-Oct	21-Oct	10-Oct	13-Oct
<b>23</b>	11-1	20-Oct	02-Nov	14-Nov		03-Nov	04-Nov	04-Nov	24-Oct	27-Oct
<b>24</b>	11-2	03-Nov	16-Nov	26-Nov		17-Nov	18-Nov	18-Nov	07-Nov	10-Nov
<b>25</b>	12-1	17-Nov	30-Nov	12-Dec		01-Dec	02-Dec	02-Dec	21-Nov	24-Nov
<b>26</b>	12-2	01-Dec	14-Dec	26-Dec		15-Dec	16-Dec	16-Dec	05-Dec	08-Dec
<b>1</b>	01-1	15-Dec-25	28-Dec-25	9-Jan-26		29-Dec-25	29-Dec-25	29-Dec-25	19-Dec	19-Dec
<b>2</b>	01-2	29-Dec-25	11-Jan-26	23-Jan-26		12-Jan-26	13-Jan-26	13-Jan-26	2-Jan-26	5-Jan-26

- 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 attached to the multipurpose iform and submitted directly to Corporate Payroll.
  - 3) Yellow highlights indicate adjustments to schedule.
- \*\* Management Centers include Provost Area, School of Medicine, Central Administrative Area, and designated DUHS approvers.