

## 2024 Kiel Documentation Processing Schedule

Monthly Paid Employees

**PLEASE NOTE:** *Pay Exceptions are directed to **Corporate Payroll** according to their instructions – not to Benefits.*

Monthly Pay Period	New Applications or Eligibility Extension Requests due to <a href="mailto:KIEL@DUKE.EDU">KIEL@DUKE.EDU</a> (by Noon)	Donations due to <a href="mailto:KIEL@DUKE.EDU">KIEL@DUKE.EDU</a> (by Noon)	Monthly Pay Exceptions due to <u>Corporate Payroll</u>	Monthly Payroll Cycle	Monthly Pay Date
1	December 21, 2023	December 28, 2023	January 11	Jan 01 - Jan 31	January 25
2	January 25	February 1	February 5	Feb 01 - Feb 28	February 23
3	February 23	March 1	March 11	Mar 01 - Mar 31	March 25
4	March 25	April 1	April 11	Apr 01 - Apr 30	April 25
5	April 25	May 2	May 9	May 01 - May 31	May 24
6	May 24	May 31	June 10	Jun 01 - Jun 30	June 25
7	June 25	July 2	July 8	Jul 01 - Jul 31	July 25
8	July 25	August 1	August 5	Aug 01 - Aug 31	August 23
9	August 23	August 30	September 11	Sep 01 - Sep 30	September 25
10	September 25	October 2	October 9	Oct 01 - Oct 31	October 25
11	October 25	November 1	November 7	Nov 01 - Nov 30	November 25
12	November 25	December 1	December 5	Dec 01 - Dec 31	December 23
1-2024	January 24	January 31	January 6, 2025	Jan 01 - Jan 31, 2025	January 24, 2025

Special note: Due to the pay exception's deadline occurring early in the month, departments can submit their monthly Kiel pay exceptions a **month in arrears** in order to adjust pay properly. This method aims to reduce the adjustments required at the end of the month.