

DUKE UNIVERSITY CORPORATE PAYROLL SERVICES 2009 BIWEEKLY PAYROLL SCHEDULE

													iFORMS	
PAYPERIOD		PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAY DATE		TIME REPORTS DUE <small>no w/e work</small>	TIME REPORTS DUE <small>worked weekend</small>	REPORTXPRESS LOCK DOWN	CURRENT ONLY PAY PERIOD GROSS ADJUSTMENTS DUE <small>(see note below for prior pay periods)</small>		FORMS DUE TO ADMINISTRATIVE BUDGET OFFICE <small>(except DRH)</small>	ALL FORMS DUE TO DRH HR	ALL FORMS DUE TO DUKE HRIC	ALL TYPES OF iFORMS
		Monday	Sunday	Friday		Friday - 4:30	Monday - 10am	Monday - 3pm	Tuesday - noon			5pm	5pm	
1	01-1	08-Dec	21-Dec	02-Jan	T	18-Dec*	26-Dec*	26-Dec*	27-Dec*		05-Dec	10-Dec	10-Dec	
2	01-2	22-Dec	04-Jan	16-Jan	I	02-Jan	05-Jan	05-Jan	06-Jan		18-Dec	23-Dec*	23-Dec*	
3	01-3	05-Jan	18-Jan	30-Jan	M	16-Jan	20-Jan*	20-Jan*	20-Jan*	F	06-Jan	09-Jan	09-Jan	12-Jan
4	02-1	19-Jan	01-Feb	13-Feb	E	30-Jan	02-Feb	02-Feb	03-Feb	O	20-Jan	23-Jan	23-Jan	26-Jan
5	02-2	02-Feb	15-Feb	27-Feb		13-Feb	16-Feb	16-Feb	17-Feb	R	03-Feb	06-Feb	06-Feb	9-Feb
6	03-1	16-Feb	01-Mar	13-Mar	&	27-Feb	02-Mar	02-Mar	03-Mar	M	17-Feb	20-Feb	20-Feb	23-Feb
7	03-2	02-Mar	15-Mar	27-Mar		13-Mar	16-Mar	16-Mar	17-Mar	S	03-Mar	06-Mar	06-Mar	09-Mar
8	04-1	16-Mar	29-Mar	10-Apr	A	27-Mar	30-Mar	30-Mar	31-Mar		17-Mar	20-Mar	20-Mar	23-Mar
9	04-2	30-Mar	12-Apr	24-Apr	T	10-Apr	13-Apr	13-Apr	14-Apr	D	31-Mar	03-Apr	03-Apr	06-Apr
10	05-1	13-Apr	26-Apr	08-May	T	24-Apr	27-Apr	27-Apr	28-Apr	E	14-Apr	17-Apr	17-Apr	20-Apr
11	05-2	27-Apr	10-May	22-May	E	08-May	11-May	11-May	12-May	A	28-Apr	01-May	01-May	04-May
12	06-1	11-May	24-May	05-Jun	N	21-May*	26-May*	26-May*	26-May*	D	12-May	15-May	15-May	18-May
13	06-2	25-May	07-Jun	19-Jun	D	05-Jun	08-Jun	08-Jun	09-Jun	L	22-May*	28-May*	28-May*	29-May*
14	07-1	08-Jun	21-Jun	02-Jul*	A	19-Jun	22-Jun	22-Jun	23-Jun	I	09-Jun	12-Jun	12-Jun	15-Jun
15	07-2	22-Jun	05-Jul	17-Jul	N	02-Jul*	06-Jul	06-Jul	07-Jul	N	23-Jun	26-Jun*	26-Jun*	29-Jun
16	07-3	06-Jul	19-Jul	31-Jul	C	17-Jul	20-Jul	20-Jul	21-Jul	E	07-Jul	10-Jul	10-Jul	13-Jul
17	08-1	20-Jul	02-Aug	14-Aug	E	31-Jul	03-Aug	03-Aug	04-Aug		21-Jul	24-Jul	24-Jul	27-Jul
18	08-2	03-Aug	16-Aug	28-Aug	S	14-Aug	17-Aug	17-Aug	18-Aug		04-Aug	07-Aug	07-Aug	10-Aug
19	09-1	17-Aug	30-Aug	11-Sep	S	28-Aug	31-Aug	31-Aug	01-Sep	C	18-Aug	21-Aug	21-Aug	24-Aug
20	09-2	31-Aug	13-Sep	25-Sep	C	11-Sep	14-Sep	14-Sep	15-Sep	H	01-Sep	04-Sep	04-Sep	04-Sep*
21	10-1	14-Sep	27-Sep	09-Oct	H	25-Sep	28-Sep	28-Sep	29-Sep	E	15-Sep	18-Sep	18-Sep	21-Sep
22	10-2	28-Sep	11-Oct	23-Oct	E	09-Oct	12-Oct	12-Oct	13-Oct	D	29-Sep	02-Oct	02-Oct	05-Oct
23	11-1	12-Oct	25-Oct	06-Nov	D	23-Oct	26-Oct	26-Oct	27-Oct	U	13-Oct	16-Oct	16-Oct	19-Oct
24	11-2	26-Oct	08-Nov	20-Nov	U	06-Nov	09-Nov	09-Nov	10-Nov	L	27-Oct	30-Oct	30-Oct	02-Nov
25	12-1	09-Nov	22-Nov	04-Dec	L	19-Nov*	23-Nov*	23-Nov*	23-Nov*	E	10-Nov	13-Nov	13-Nov	16-Nov
26	12-2	23-Nov	06-Dec	18-Dec	E	04-Dec	07-Dec	07-Dec	08-Dec		19-Nov*	24-Nov*	24-Nov*	30-Nov
27	12-3	07-Dec	20-Dec	30-Dec*		17-Dec*	21-Dec*	21-Dec*	21-Dec*		08-Dec	11-Dec	11-Dec	14-Dec
1	01-1 2010	21-Dec	03-Jan-10	15-Jan-10		30-Dec*	04-Jan-10*	04-Jan-10*	05-Jan-10*		17-Dec*	22-Dec*	22-Dec*	23-Dec*
2	01-2 2010	04-Jan-10	17-Jan-10	29-Jan-10		04-Jan-10*	19-Jan-10*	19-Jan-10*	19-Jan-10*		05-Jan-10	08-Jan-10	08-Jan-10	11-Jan-10

NOTE:

- * Yellow highlights indicate adjustments to schedule.
- Gross Adjustment forms must be sent directly to Corporate Payroll. Gross Adjustments for awards and bonuses should be sent to Rewards and Recognition first and then to Payroll.
- **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**.
- Form deadlines are to be considered **final deadlines** in order to be reflected in that pay period. Forms should be submitted on a daily basis and not submitted collectively.
- The columns referring to the due date of "Time Reports" are applicable to those areas within Duke University that use system generated time cards for recording hours.
- The column referring to "ReportXpress" is applicable to those areas within Duke University and Health System that utilize the API Time and Attendance system.
- Duke Raleigh Hospital uses a separate internal calendar for deadlines.