

DUKE UNIVERSITY CORPORATE PAYROLL SERVICES 2009 MONTHLY PAYROLL SCHEDULE

| PAY PERIOD | Forms Due To Administrative Budget Office (except DRH) | Forms Due To DRH HR | Leave of Absence Forms Due to Corporate Payroll | iFORMS | iFORMS | iFORMS | iFORMS | Pay Exceptions Due to Corporate Payroll Services | Report Express Closing (8:00AM) To Update PTO Balances (previous month) | PAY DATE |
|------------|--|---------------------|---|--|--|--|-------------|--|---|-----------|
| | | | | Hire Forms*, Transfers, Rate & Schedule Changes Friday 5 PM | Terminations For Exempt Employees Friday 5 PM | Cost Distribution, Personal Data Changes, Rate Changes W/O Retro Dates | Supplements | | | |
| JAN | 22-Dec | 30-Dec | 30-Dec | 30-Dec | 09-Jan | 12-Jan | 12-Jan | 12-Jan | 07-Jan | 23-Jan* |
| FEB | 03-Feb | 06-Feb | 06-Feb | 10-Feb | 10-Feb | 11-Feb | 11-Feb | 11-Feb | 04-Feb | 25-Feb |
| MAR | 03-Mar | 06-Mar | 06-Mar | 10-Mar | 10-Mar | 11-Mar | 11-Mar | 11-Mar | 04-Mar | 25-Mar |
| APR | 31-Mar | 03-Apr | 03-Apr | 10-Apr | 10-Apr | 10-Apr | 10-Apr | 10-Apr | 02-Apr | 24-Apr* |
| MAY | 28-Apr | 01-May | 01-May | 08-May | 08-May | 08-May | 08-May | 08-May | 04-May | 22-May* |
| JUN | 02-Jun | 05-Jun | 05-Jun | 12-Jun | 12-Jun | 15-Jun | 15-Jun | 15-Jun | 02-Jun | 25-Jun |
| JUL | 29-Jun | 02-Jul | 02-Jul | 10-Jul | 10-Jul | 13-Jul | 13-Jul | 13-Jul | 02-Jul | 24-Jul* |
| AUG | 04-Aug | 07-Aug | 07-Aug | 11-Aug** | 11-Aug** | 12-Aug | 12-Aug | 12-Aug | 05-Aug | 25-Aug |
| SEP | 01-Sep | 04-Sep | 04-Sep | 11-Sep | 11-Sep | 14-Sep | 14-Sep | 14-Sep | 02-Sep | 25-Sep |
| OCT | 29-Sep | 02-Oct | 02-Oct | 09-Oct | 09-Oct | 12-Oct | 12-Oct | 12-Oct | 05-Oct | 23-Oct* |
| NOV | 27-Oct | 30-Oct | 30-Oct | 11-Nov** | 11-Nov** | 12-Nov** | 12-Nov** | 12-Nov | 03-Nov | 25-Nov |
| DEC | 01-Dec | 04-Dec | 04-Dec | 09-Dec** | 09-Dec** | 10-Dec** | 10-Dec** | 10-Dec | 02-Dec | 23-Dec* |
| JAN-10 | 28-Dec | 04-Jan-10 | 04-Jan-10 | 07-Jan-10 | 08-Jan-10 | 08-Jan-10 | 08-Jan-10 | 08-Jan-10 | 05-Jan-10 | 25-Jan-10 |

NOTE:

- All Supplemental forms must have the appropriate budgetary approval.
- Based upon current policy, non-faculty Supplemental forms also require approval by Rewards and Recognition.
- All House Staff Supplemental forms must be approved by the House Staff office prior to submission to Corporate Payroll.
- Pay Exceptions should NOT be submitted to DUKE HRIC.
- Form deadlines are to be considered **final deadlines** in order to be reflected in that pay period.
- Forms are to be submitted on a day-to-day basis and not submitted collectively.
- Duke Raleigh Hospital uses a separate internal calendar for deadlines.
- Submit the Payroll Leave of Absence form directly to Corporate Payroll. There should be no attachments

* I-9 form and background check/candidate certification form due to HRIC by this deadline. Missing or incomplete i-Forms may cause a delay in the hire process.

** Yellow highlights indicate adjustment to schedule.