

DUKE UNIVERSITY CORPORATE PAYROLL SERVICES 2008 BIWEEKLY PAYROLL SCHEDULE

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 5pm	ALL FORMS DUE TO DUKE HRIC; I-FORMS DEADLINE 5pm
		Monday	Sunday	Friday							
1	01-1	10-Dec	23-Dec	04-Jan	20-Dec*	26-Dec*	26-Dec*	27-Dec*	06-Dec	12-Dec	12-Dec
2	01-2	24-Dec	06-Jan	18-Jan	04-Jan	07-Jan	07-Jan	08-Jan	18-Dec	21-Dec*	21-Dec*
3	02-1	07-Jan	20-Jan	01-Feb	18-Jan	21-Jan	21-Jan	22-Jan	04-Jan	09-Jan	09-Jan
4	02-2	21-Jan	03-Feb	15-Feb	01-Feb	04-Feb	04-Feb	05-Feb	18-Jan	23-Jan	23-Jan
5	02-3	04-Feb	17-Feb	29-Feb	15-Feb	18-Feb	18-Feb	19-Feb	01-Feb	06-Feb	06-Feb
6	03-1	18-Feb	02-Mar	14-Mar	29-Feb	03-Mar	03-Mar	04-Mar	15-Feb	20-Feb	20-Feb
7	03-2	03-Mar	16-Mar	28-Mar	14-Mar	17-Mar	17-Mar	18-Mar	29-Feb	05-Mar	05-Mar
8	04-1	17-Mar	30-Mar	11-Apr	28-Mar	31-Mar	31-Mar	01-Apr	14-Mar	19-Mar	19-Mar
9	04-2	31-Mar	13-Apr	25-Apr	11-Apr	14-Apr	14-Apr	15-Apr	28-Mar	02-Apr	02-Apr
10	05-1	14-Apr	27-Apr	09-May	25-Apr	28-Apr	28-Apr	29-Apr	11-Apr	16-Apr	16-Apr
11	05-2	28-Apr	11-May	23-May	09-May	12-May	12-May	13-May	25-Apr	30-Apr	30-Apr
12	06-1	12-May	25-May	06-Jun	22-May*	27-May*	27-May*	27-May*	09-May	14-May	14-May
13	06-2	26-May	08-Jun	20-Jun	06-Jun	09-Jun	09-Jun	10-Jun	23-May	28-May	28-May
14	07-1	09-Jun	22-Jun	03-Jul*	20-Jun	23-Jun	23-Jun	24-Jun	06-Jun	11-Jun	11-Jun
15	07-2	23-Jun	06-Jul	18-Jul	03-Jul*	07-Jul	07-Jul	08-Jul	20-Jun	25-Jun*	25-Jun*
16	08-1	07-Jul	20-Jul	01-Aug	18-Jul	21-Jul	21-Jul	22-Jul	03-Jul	09-Jul	09-Jul
17	08-2	21-Jul	03-Aug	15-Aug	01-Aug	04-Aug	04-Aug	05-Aug	18-Jul	23-Jul	23-Jul
18	08-3	04-Aug	17-Aug	29-Aug	15-Aug	18-Aug	18-Aug	19-Aug	01-Aug	06-Aug	06-Aug
19	09-1	18-Aug	31-Aug	12-Sep	28-Aug*	02-Sep*	02-Sep*	02-Sep*	15-Aug	20-Aug	20-Aug
20	09-2	01-Sep	14-Sep	26-Sep	12-Sep	15-Sep	15-Sep	16-Sep	28-Aug	03-Sep	03-Sep
21	10-1	15-Sep	28-Sep	10-Oct	26-Sep	29-Sep	29-Sep	30-Sep	12-Sep	17-Sep	17-Sep
22	10-2	29-Sep	12-Oct	24-Oct	10-Oct	13-Oct	13-Oct	14-Oct	26-Sep	01-Oct	01-Oct
23	11-1	13-Oct	26-Oct	07-Nov	24-Oct	27-Oct	27-Oct	28-Oct	10-Oct	15-Oct	15-Oct
24	11-2	27-Oct	09-Nov	21-Nov	07-Nov	10-Nov	10-Nov	11-Nov	24-Oct	29-Oct	29-Oct
25	12-1	10-Nov	23-Nov	05-Dec	20-Nov*	24-Nov	24-Nov	25-Nov	07-Nov	12-Nov	12-Nov
26	12-2	24-Nov	07-Dec	19-Dec	05-Dec	08-Dec	08-Dec	09-Dec	20-Nov	25-Nov	25-Nov
1	01-1 2009	08-Dec	21-Dec	02-Jan-09	18-Dec*	22-Dec*	22-Dec*	22-Dec*	05-Dec	10-Dec	10-Dec
2	01-2 2009	22-Dec	04-Jan-09	16-Jan-09	02-Jan-09	05-Jan-09	05-Jan-09	06-Jan-09	18-Dec	23-Dec*	23-Dec*

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.