

DUKE UNIVERSITY CORPORATE PAYROLL SERVICES 2008 MONTHLY PAYROLL SCHEDULE

PAY PERIOD	Forms Due To Administrative Budget Office (except DRH)	Forms Due To DRH HR	Leave of Absence Forms Due to Duke HRIC	iFORMS	iFORMS	iFORMS	iFORMS	Pay Exceptions Due to Corporate Payroll Serices	Report Express Closing (8:00AM) To Update PTO Balances (previous month)	PAY DATE
				Hire Forms, Transfers, Rate & Schedule Changes	Terminations For Exempt Employees	Cost Distribution, Personal Data Changes, Rate Changes W/O Retro Dates	Supplements			
JAN	20-Dec	02-Jan	02-Jan	02-Jan	03-Jan	10-Jan	10-Jan	10-Jan	02-Jan	25-Jan
FEB	05-Feb	08-Feb	08-Feb	08-Feb	11-Feb	09-Feb	13-Feb	11-Feb	06-Feb	25-Feb
MAR	04-Mar	07-Mar	07-Mar	07-Mar	10-Mar	10-Mar	12-Mar	11-Mar	05-Mar	25-Mar
APR	01-Apr	04-Apr	04-Apr	04-Apr	10-Apr	14-Apr	14-Apr	11-Apr	02-Apr	25-Apr
MAY	29-Apr	02-May	02-May	02-May	09-May	12-May	12-May	08-May	05-May	23-May*
JUN	28-May	02-Jun	02-Jun	02-Jun	10-Jun	11-Jun	11-Jun	10-Jun	03-Jun	25-Jun
JUL	24-Jun	27-Jun	27-Jun	27-Jun	11-Jul	11-Jul	11-Jul	11-Jul	02-Jul	25-Jul
AUG	05-Aug	08-Aug	08-Aug	08-Aug	11-Aug	13-Aug	13-Aug	12-Aug	06-Aug	25-Aug
SEP	29-Aug	04-Sep	04-Sep	04-Sep	09-Sep	10-Sep	10-Sep	09-Sep	03-Sep	25-Sep
OCT	30-Sep	03-Oct	03-Oct	03-Oct	10-Oct	13-Oct	13-Oct	10-Oct	02-Oct	24-Oct*
NOV	28-Oct	31-Oct	31-Oct	31-Oct	10-Nov	12-Nov*	12-Nov*	10-Nov	04-Nov	25-Nov
DEC	25-Nov	01-Dec	01-Dec	01-Dec	08-Dec	10-Dec*	10-Dec*	10-Dec	02-Dec	23-Dec*
JAN-09	22-Dec	30-Dec	30-Dec	30-Dec	09-Jan-09	12-Jan-09	12-Jan-09	12-Jan-09	07-Jan-09	23-Jan-09

- 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.