

DUKE CORPORATE PAYROLL SERVICES 2025 BIWEEKLY PAYROLL SCHEDULE

										IFORMS	
PAY PERIOD		PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAY DATE		TIME & ATTENDANCE AND ELECTRONIC TIME CARDS EMPLOYEE LOCK DOWN	TIME & ATTENDANCE AND ELECTRONIC TIME CARDS SUPERVISOR LOCK DOWN	CURRENT ONLY PAY PERIOD GROSS ADJUSTMENTS DUE		** FORMS DUE TO MANAGEMENT CENTERS	ALL TYPES OF Iforms
		Monday	Sunday	Friday		Monday - 10am	Tuesday - 10am	Tuesday - 3pm		Friday - noon	Monday - 5pm
1	01-1	16-Dec-24	29-Dec-24	10-Jan-25	T	30-Dec-24	30-Dec-24	30-Dec-24	F O R M S D E A D L I N E S C H E D U L E	20-Dec-24	23-Dec-24
2	01-2	30-Dec-24	12-Jan-25	24-Jan-25	I	13-Jan-25	14-Jan-25	14-Jan-25		03-Jan-25	06-Jan-25
3	02-1	13-Jan	26-Jan	07-Feb	M	27-Jan	28-Jan	28-Jan		17-Jan	20-Jan
4	02-2	27-Jan	09-Feb	21-Feb	E	10-Feb	11-Feb	11-Feb		31-Jan	03-Feb
5	03-1	10-Feb	23-Feb	07-Mar		24-Feb	25-Feb	25-Feb		14-Feb	17-Feb
6	03-2	24-Feb	09-Mar	21-Mar	&	10-Mar	11-Mar	11-Mar		28-Feb	03-Mar
7	04-1	10-Mar	23-Mar	04-Apr		24-Mar	25-Mar	25-Mar		14-Mar	17-Mar
8	04-2	24-Mar	06-Apr	18-Apr	A	07-Apr	08-Apr	08-Apr		28-Mar	31-Mar
9	05-1	07-Apr	20-Apr	02-May	T	21-Apr	22-Apr	22-Apr		11-Apr	14-Apr
10	05-2	21-Apr	04-May	16-May	T	05-May	06-May	06-May		25-Apr	28-Apr
11	05-3	05-May	18-May	30-May	E	19-May	20-May	20-May		09-May	12-May
12	06-1	19-May	01-Jun	13-Jun	N	02-Jun	03-Jun	03-Jun		23-May	27-May
13	06-2	02-Jun	15-Jun	27-Jun	D	16-Jun	16-Jun	16-Jun		06-Jun	09-Jun
14	07-1	16-Jun	29-Jun	11-Jul	A	30-Jun	01-Jul	01-Jul		20-Jun	23-Jun
15	07-2	30-Jun	13-Jul	25-Jul	N	14-Jul	15-Jul	15-Jul		04-Jul	07-Jul
16	08-1	14-Jul	27-Jul	08-Aug	C	28-Jul	29-Jul	29-Jul		18-Jul	21-Jul
17	08-2	28-Jul	10-Aug	22-Aug	E	11-Aug	12-Aug	12-Aug		01-Aug	04-Aug
18	09-1	11-Aug	24-Aug	05-Sep		25-Aug	26-Aug	26-Aug		15-Aug	18-Aug
19	09-2	25-Aug	07-Sep	19-Sep	S	08-Sep	09-Sep	09-Sep		29-Aug	02-Sep
20	10-1	08-Sep	21-Sep	03-Oct	C	22-Sep	23-Sep	23-Sep		12-Sep	15-Sep
21	10-2	22-Sep	05-Oct	17-Oct	H	06-Oct	07-Oct	07-Oct		26-Sep	29-Sep
22	10-3	06-Oct	19-Oct	31-Oct	E	20-Oct	21-Oct	21-Oct		10-Oct	13-Oct
23	11-1	20-Oct	02-Nov	14-Nov	D	03-Nov	04-Nov	04-Nov		24-Oct	27-Oct
24	11-2	03-Nov	16-Nov	26-Nov	U	17-Nov	18-Nov	18-Nov		07-Nov	10-Nov
25	12-1	17-Nov	30-Nov	12-Dec	L	01-Dec	02-Dec	02-Dec		21-Nov	24-Nov
26	12-2	01-Dec	14-Dec	26-Dec	E	15-Dec	16-Dec	16-Dec		05-Dec	08-Dec
1	01-1	15-Dec-25	28-Dec-25	9-Jan-26		29-Dec-25	29-Dec-25	29-Dec-25		19-Dec	19-Dec
2	01-2	29-Dec-25	11-Jan-26	23-Jan-26		12-Jan-26	13-Jan-26	13-Jan-26		2-Jan-26	5-Jan-26

Note:

- Form deadlines are to be considered final deadlines in order to be reflected in that pay period.
 - Gross Adjustment forms should be attached to the multipurpose iform and submitted directly to Corporate Payroll.
 - Yellow highlights indicate adjustments to schedule.
- ** Management Centers include Provost Area, School of Medicine, Central Administrative Area, and designated DUHS approvers.