

DUKE CORPORATE PAYROLL SERVICES 2025 MONTHLY PAYROLL SCHEDULE

		IFORMS		
PAY PERIOD	** Forms Due To Management Centers	All Types of iForms	Time & Attendance Closing to Update PTO Balances (previous month)	PAY DATE
			10:00 AM	
JANUARY	06-Jan	09-Jan	03-Jan	24-Jan
FEBRUARY	10-Feb	13-Feb	04-Feb	25-Feb
MARCH	10-Mar	13-Mar	04-Mar	25-Mar
APRIL	09-Apr	14-Apr	02-Apr	25-Apr
MAY	07-May	12-May	05-May	23-May
JUNE	05-Jun	10-Jun	03-Jun	25-Jun
JULY	07-Jul	10-Jul	02-Jul	25-Jul
AUGUST	11-Aug	14-Aug	05-Aug	25-Aug
SEPTEMBER	10-Sep	15-Sep	03-Sep	25-Sep
OCTOBER	09-Oct	14-Oct	03-Oct	24-Oct
NOVEMBER	10-Nov	13-Nov	03-Nov	25-Nov
DECEMBER	08-Dec	11-Dec	04-Dec	23-Dec
JANUARY-26	05-Jan-26	08-Jan-26	05-Jan-26	23-Jan
NOTE: 1) Form deadlines are to be considered <u>final deadlines</u> in order to be reflected in that pay period. Late forms will be processed in the next available payroll. 2) Yellow highlights indicate adjustment to schedule. ** Management Centers include Provost Area, School of Medicine, Central Administrative Area, and designated DUHS approvers.				