

SAP Biweekly Payroll Schedule for July - Dec 2018

Time Load, Time Transfer, and Time Evaluation MUST be run EACH day

Documents MUST be received in Compensation by 5:00 PM	Data and Time Input MUST be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data MUST be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll Correction Final Run	Payroll Period Dates				**Earliest Retro Date Set After BW Payroll	
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR #		
07/03/2018	07/05/2018	07/08/2018	07/09/2018	06/24	07/07	07/13	14		
07/18/2018	07/19/2018	07/22/2018	07/23/2018	07/08	07/21	07/27	15		
08/01/2018	08/02/2018	08/05/2018	08/06/2018	07/22	08/04	08/10	16		
08/15/2018	08/16/2018	08/19/2018	08/20/2018	08/05	08/18	08/24	17	06/24/2018	
08/29/2018	08/30/2018	09/02/2018	Tuesday NOON 09/04/2018	08/19	09/01	09/07	18		
09/12/2018	09/13/2018	09/16/2018	09/17/2018	09/02	09/15	09/21	19		
09/26/2018	09/27/2018	09/30/2018	10/01/2018	09/16	09/29	10/05	20		
10/10/2018	10/11/2018	10/14/2018	10/15/2018	09/30	10/13	10/19	21		
10/24/2018	10/25/2018	10/28/2018	10/29/2018	10/14	10/27	11/02	22		
11/05/2018	11/08/2018	11/11/2018	11/12/2018	10/28	11/10	11/16	23		
11/19/2018	11/21/2018 Wednesday	11/25/2018	Tuesday NOON 11/27/2018	11/11	11/24	11/30	24	09/30/2018	
12/03/2018	12/06/2018	12/09/2018	12/10/2018	11/25	12/08	12/14	25		
12/17/2018	12/19/2018 Wednesday	12/23/2018	Monday NOON 12/24/2018	12/09	12/22	12/28	26		

The HR/Payroll system will be available for changes all day Saturday and Sunday until 5:00 pm

SAP Monthly Payroll Schedule for July - Dec 2018

Time Load, Time Transfer, and Time Evaluation MUST be run EACH day

Documents MUST be received in Compensation by 5:00 pm	Data and Time Input MUST be entered by 5:00 pm Payroll Run (Prelim)	Corrections and Other Data MUST be entered by 5:00 pm Payroll Correction Run (Trial)	Corrections and Other Data MUST be entered by 5:00 pm Payroll Correction Final Run	Payroll Period Dates				**Earliest Retro Date Set After MO Payroll	Payroll Confirmation Off Cycle Processing WEDNESDAYS
Monthly Date	Monthly Date	Monthly Date	Monthly Date	Begin	End	Date Paid	PR #		Monthly Pay Area Only
07/11/2018	07/12/2018	07/13/2018	07/16/2018	07/01	07/31	07/31	7		08/01/2018
08/22/2018	08/23/2018	08/24/2018	08/27/2018	08/01	08/31	08/31	8	07/01/2018	08/15/2018
09/19/2018	09/20/2018	09/21/2018	09/24/2018	09/01	09/30	09/28	9		
10/17/2018	10/18/2018	10/19/2018	10/22/2018	10/01	10/31	10/31	10		10/31/2018
11/14/2018	11/15/2018	11/16/2018	11/19/2018	11/01	11/30	11/30	11	10/01/2018	
12/12/2018	12/13/2018	12/14/2018	12/17/2018	12/01	12/31	12/31	12		

Between payroll processing of preliminary run through finalizing process, salary and benefit encumbrance reporting will be inaccurate

**Earliest retroactive processing date is set after the payroll has finalized and before it is posted to accounting on Wednesday mornings