

### SAP Bi-weekly Payroll Schedule for Jan-June 2025

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

Documents <b>MUST</b> be received in Compensation by Monday 5:00 PM	Data and Time Input <b>MUST</b> be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data <b>MUST</b> be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll Correction Run (Final)	Payroll Period Dates				**Earliest Retro Date Set After BW Payroll	Payroll Confirmation Off Cycle Processing Wednesdays
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR#		
12/23/24	12/26/24	12/29/24	Monday NOON 12/30/2024	12/15	12/28	1/3	1		
01/06/25	01/09/25	01/12/25	01/13/25	12/29	1/11	1/17	2		
01/17/25	01/23/25	01/26/25	01/27/25	1/12	1/25	1/31	3		
02/03/25	02/06/25	02/09/25	02/10/25	1/26	2/8	2/14	4	12/15/24	
02/14/25	02/20/25	02/23/25	02/24/25	2/9	2/22	2/28	5		
03/03/25	03/06/25	03/09/25	03/10/25	2/23	3/8	3/14	6		
03/17/25	03/20/25	03/23/25	03/24/25	3/9	3/22	3/28	7		
03/31/25	04/03/25	04/06/25	04/07/25	3/23	4/5	4/11	8		
04/14/25	04/17/25	04/20/25	04/21/25	4/6	4/19	4/25	9		
04/28/25	05/01/25	05/04/25	05/05/25	4/20	5/3	5/9	10		
05/12/25	05/15/25	05/18/25	05/19/25	5/4	5/17	5/23	11	03/23/25	
05/23/25	05/29/25	06/01/25	06/02/25	5/18	5/31	6/6	12		
06/09/25	Wednesday 6/11/2025	06/15/25	Monday NOON 6/16/25	6/1	6/14	6/20	13		

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

### SAP Monthly Payroll Schedule for Jan-June 2025

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

Documents <b>MUST</b> be received in Compensation by Monday 5:00 PM	Data and Time Input <b>MUST</b> be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data <b>MUST</b> be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Corrections and Other Data <b>MUST</b> be entered by 5:00 pm EST Payroll Correction Run (Final)	Payroll Period Dates				**Earliest Retro Date Set After Payroll	Payroll Confirmation Off Cycle Processing Wednesdays
Monthly Date	Monthly Date	Monthly Date	Monthly Date	Begin	End	Date Paid	PR#		Monthly Only
12/30/24	01/02/25	01/05/25	01/06/25	1/1	1/31	1/31	1		
02/10/25	02/13/25	02/16/25	02/17/25	2/1	2/28	2/28	2	01/01/25	
03/10/25	03/13/25	03/16/25	03/17/25	3/1	3/31	3/31	3		
04/07/25	04/10/25	04/13/25	04/14/25	4/1	4/30	4/30	4		04/23/25
05/19/25	05/22/25	05/25/25	Tuesday NOON 5/27/25	5/1	5/31	5/30	5	04/01/25	
06/16/25	Wednesday 6/18/2025	06/22/25	06/23/25	6/1	6/30	6/30	6		

\* 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.\*\*