

SAP Bi-weekly Payroll Schedule for Jan-June 2024

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

Documents MUST be received in Compensation by Monday 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 Run (Final)	Payroll Period Dates				**Earliest Retro Date Set After Payroll	Payroll Confirmation Off Cycle Processing Wednesdays
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR#		
12/22/23	12/28/23	12/31/23	Tuesday NOON 01/02/24	12/17	12/30	1/5	1		
01/08/24	01/11/24	01/14/24	Tuesday NOON 01/16/24	12/31	1/13	1/19	2		
01/22/24	01/25/24	01/28/24	01/29/24	1/14	1/27	2/2	3		
02/05/24	02/08/24	02/11/24	02/12/24	1/28	2/10	2/16	4	12/17/23	
02/19/24	02/22/24	02/25/24	02/26/24	2/11	2/24	3/1	5		
03/04/24	03/07/24	03/10/24	03/11/24	2/25	3/9	3/15	6		
03/18/24	03/21/24	03/24/24	03/25/24	3/10	3/23	3/29	7		
04/01/24	04/04/24	04/07/24	04/08/24	3/24	4/6	4/12	8		
04/15/24	04/18/24	04/21/24	04/22/24	4/7	4/20	4/26	9		
04/29/24	05/02/24	05/05/24	05/06/24	4/21	5/4	5/10	10		
05/13/24	05/16/24	05/19/24	05/20/24	5/5	5/18	5/24	11	03/24/24	
05/24/24	05/30/24	06/02/24	06/03/24	5/19	6/1	6/7	12		
06/10/24	Wednesday 6/12/24	06/16/24	Monday NOON 6/17/24	6/2	6/15	6/21	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 2024

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Documents MUST be received in Compensation by Monday 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)	Corrections and Other Data MUST 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
12/29/23	01/04/24	01/07/24	01/08/24	1/1	1/31	1/31	1		
02/12/24	02/15/24	02/18/24	02/19/24	2/1	2/29	2/29	2	01/01/24	
03/11/24	03/14/24	03/17/24	03/18/24	3/1	3/31	3/29	3		
04/08/24	04/11/24	04/14/24	04/15/24	4/1	4/30	4/30	4		04/24/24
05/20/24	05/23/24	05/26/24	Tuesday NOON 05/28/24	5/1	5/31	5/31	5	04/01/24	
06/17/24	06/20/24	06/23/24	06/24/24	6/1	6/30	6/28	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.**