

### SAP Bi-weekly Payroll Schedule for July-Dec 2023

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 Payroll	Payroll Confirmation Off Cycle Processing Wednesdays
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR#		
06/26/23	Wednesday 6/28/23	07/02/23	Monday NOON 7/3/23	6/18	7/1	7/7	14		
07/10/23	07/13/23	07/16/23	07/17/23	7/2	7/15	7/21	15		
07/24/23	07/27/23	07/30/23	07/31/23	7/16	7/29	8/4	16		
08/07/23	08/10/23	08/13/23	08/14/23	7/30	8/12	8/18	17	06/18/23	
08/21/23	08/24/23	08/27/23	08/28/23	8/13	8/26	9/1	18		
09/01/23	09/07/23	09/10/23	09/11/23	8/27	9/9	9/15	19		
09/18/23	09/21/23	09/24/23	09/25/23	9/10	9/23	9/29	20		
10/02/23	10/05/23	10/08/23	10/09/23	9/24	10/7	10/13	21		
10/16/23	10/19/23	10/22/23	10/23/23	10/8	10/21	10/27	22		
10/30/23	11/02/23	11/05/23	11/06/23	10/22	11/4	11/10	23		
11/13/23	Wednesday 11/15/23	11/19/23	Monday NOON 11/20/23	11/5	11/18	11/24	24	09/24/23	
11/27/23	11/30/23	12/03/23	12/04/23	11/19	12/2	12/8	25		
12/11/23	12/14/23	12/17/23	12/18/23	12/3	12/16	12/22	26		

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

### SAP Monthly Payroll Schedule for July-Dec 2023

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
07/17/23	07/20/23	07/23/23	07/24/23	7/1	7/31	7/31	7		
08/14/23	08/17/23	08/20/23	08/21/23	8/1	8/31	8/31	8	07/01/23	
09/11/23	09/14/23	09/17/23	09/18/23	9/1	9/30	9/29	9		
10/06/23	10/12/23	10/15/23	10/16/23	10/1	10/31	10/31	10		10/25/23
11/06/23	11/09/23	11/12/23	11/13/23	11/1	11/30	11/30	11	10/01/23	
12/04/23	12/07/23	12/10/23	12/11/23	12/1	12/31	12/29	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.\*\*