

SAP Biweekly Payroll Schedule for Jan - June 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 #		
01/03/2018	01/04/2018	01/07/2018	01/08/2018	12/24	01/06	01/12	1		
01/17/2018	01/18/2018	01/21/2018	01/22/2018	01/07	01/20	01/26	2		
01/31/2018	02/01/2018	02/04/2018	02/05/2018	01/21	02/03	02/09	3		
02/14/2018	02/15/2018	02/18/2018	02/19/2018	02/04	02/17	02/23	4	12/24/2017	
02/28/2018	03/01/2018	03/04/2018	03/05/2018	02/18	03/03	03/09	5		
03/14/2018	03/15/2018	03/18/2018	03/19/2018	03/04	03/17	03/23	6		
03/28/2018	03/29/2018	04/01/2018	04/02/2018	03/18	03/31	04/06	7		
04/11/2018	04/12/2018	04/15/2018	04/16/2018	04/01	04/14	04/20	8		
04/25/2018	04/26/2018	04/29/2018	04/30/2018	04/15	04/28	05/04	9		
05/09/2018	05/10/2018	05/13/2018	05/14/2018	04/29	05/12	05/18	10		
05/23/2018	05/24/2018	05/27/2018	Tuesday Noon 05/29/18	05/13	05/26	06/01	11	4/1/2018	
06/06/2018	06/07/2018	06/10/2018	06/11/2018	05/27	06/09	06/15	12		
06/20/2018	06/21/2018	06/24/2018	06/25/2018	06/10	06/23	06/29	13		

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

SAP Monthly Payroll Schedule for Jan - June 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
01/08/2018	01/09/2018	01/10/2018	01/11/2018	01/01	01/31	01/31	1		1/31/2018
02/07/2018	02/08/2018	02/09/2018	02/12/2018	02/01	02/28	02/28	2	01/01/2018	
03/21/2018	03/22/2018	03/23/2018	03/26/2018	03/01	03/31	3/30	3		
04/18/2018	04/19/2018	04/20/2018	04/23/2018	04/01	04/30	04/30	4		
05/16/2018	05/17/2018	05/18/2018	05/21/2018	05/01	05/31	05/31	5	04/01/2018	5/2/2018
06/13/2018	06/14/2018	06/15/2018	06/18/2018	06/01	06/30	06/29	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