

SAP Biweekly Payroll Schedule for Jan - June 2017

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 #	
01/04/2017	01/05/2017	01/08/2017	01/09/2017	12/25	01/07	01/13	1	
01/18/2017	01/19/2017	01/22/2017	01/23/2017	01/08	01/21	01/27	2	06/26/2016
02/01/2017	02/02/2017	02/05/2017	02/06/2017	01/22	02/04	02/10	3	
02/15/2017	02/16/2017	02/19/2017	02/20/2017	02/05	02/18	02/24	4	
03/01/2017	03/02/2017	03/05/2017	03/06/2017	02/19	03/04	03/10	5	
03/15/2017	03/16/2017	03/19/2017	03/20/2017	03/05	03/18	03/24	6	12/25/2016
03/29/2017	03/30/2017	04/02/2017	04/03/2017	03/19	04/01	04/07	7	
04/12/2017	04/13/2017	04/16/2017	04/17/2017	04/02	04/15	04/21	8	
04/26/2017	04/27/2017	04/30/2017	05/01/2017	04/16	04/29	05/05	9	
05/10/2017	05/11/2017	05/14/2017	05/15/2017	04/30	05/13	05/19	10	
05/24/2017	05/25/2017	05/28/2017	Tuesday Noon 05/30/17	05/14	05/27	06/02	11	
06/07/2017	06/08/2017	06/11/2017	06/12/2017	05/28	06/10	06/16	12	
06/21/2017	06/22/2017	06/25/2017	06/26/2017	06/11	06/24	06/30	13	03/19/2017

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 2017

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
Monthly Date	Monthly Date	Monthly Date	Monthly Date	Begin	End	Date Paid	PR #	
01/13/2017	01/16/2017	01/17/2017	01/18/2017	01/01	01/31	01/31	1	07/01/2016
02/09/2017	02/10/2017	02/13/2017	02/14/2017	02/01	02/28	02/28	2	
03/22/2017	03/23/2017	03/24/2017	03/27/2017	03/01	03/31	03/31	3	01/01/2017
04/19/2017	04/20/2017	04/21/2017	04/24/2017	04/01	04/30	04/28	4	
05/18/2017	05/19/2017	05/22/2017	05/23/2017	05/01	05/31	05/31	5	
06/15/2017	06/16/2017	06/19/2017	06/20/2017	06/01	06/30	06/30	6	04/01/2017

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