

SAP Biweekly Payroll Schedule for July - Dec 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	
				Begin	End	Date Paid	PR #		
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR #		
07/05/2017	07/06/2017	07/09/2017	07/10/2017	06/25	07/08	07/14	14		
07/19/2017	07/20/2017	07/23/2017	07/24/2017	07/09	07/22	07/28	15		
08/02/2017	08/03/2017	08/06/2017	08/07/2017	07/23	08/05	08/11	16		
08/16/2017	08/17/2017	08/20/2017	08/21/2017	08/06	08/19	08/25	17	6/25/2017	
08/30/2017	08/31/2017	09/03/2017	Tuesday NOON 09/05/2017	08/20	09/02	09/08	18		
09/13/2017	09/14/2017	09/17/2017	09/18/2017	09/03	09/16	09/22	19		
09/27/2017	09/28/2017	10/01/2017	10/02/2017	09/17	09/30	10/06	20		
10/11/2017	10/12/2017	10/15/2017	10/16/2017	10/01	10/14	10/20	21		
10/25/2017	10/26/2017	10/29/2017	10/30/2017	10/15	10/28	11/03	22		
11/08/2017	11/09/2017	11/12/2017	11/13/2017	10/29	11/11	11/17	23		
11/21/2017	11/22/2017 Wednesday	11/26/2017	11/27/2017	11/12	11/25	12/01	24	10/1/2017	
12/06/2017	12/07/2017	12/10/2017	12/11/2017	11/26	12/09	12/15	25		
12/19/2017	12/20/2017	12/21/2017 & 12/24/2017	Tuesday NOON 12/26/2017	12/10	12/23	12/29	26		

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

SAP Monthly Payroll Schedule for July - Dec 2017

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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
				Begin	End	Date Paid	PR #		
Monthly Date	Monthly Date	Monthly Date	Monthly Date	Begin	End	Date Paid	PR #		Monthly Pay Area Only
07/13/2017	07/14/2017	07/17/2017	07/18/2017	07/01	07/31	07/31	7		
08/22/2017	08/23/2017	08/24/2017	08/25/2017	08/01	08/31	08/31	8	7/1/2017	
09/20/2017	09/21/2017	09/22/2017	09/25/2017	09/01	09/30	09/29	9		09/06/2017
10/19/2017	10/20/2017	10/23/2017	10/24/2017	10/01	10/31	10/31	10		
11/15/2017	11/16/2017	11/17/2017	11/20/2017	11/01	11/30	11/30	11	10/1/2017	11/01/2017
12/13/2017	12/14/2017	12/15/2017	12/18/2017	12/01	12/31	12/29	12		

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