

SAP Biweekly Payroll Schedule for Jan - June 2019

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 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 #		
12/31/2018	01/03/2019	01/06/2019	01/07/2019	12/23	01/05	01/11	1		
01/14/2019	01/17/2019	01/20/2019	Tuesday Noon 01/22/2019	01/06	01/19	01/25	2		
01/28/2019	01/31/2019	02/03/2019	02/04/2019	01/20	02/02	02/08	3		
02/11/2019	02/14/2019	02/17/2019	02/18/2019	02/03	02/16	02/22	4	12/23/2018	
02/25/2019	02/28/2019	03/03/2019	03/04/2019	02/17	03/02	03/08	5		
03/11/2019	03/14/2019	03/17/2019	03/18/2019	03/03	03/16	03/22	6		
03/25/2019	03/28/2019	03/31/2019	04/01/2019	03/17	03/30	04/05	7		
04/08/2019	04/11/2019	04/14/2019	04/15/2019	03/31	04/13	04/19	8		
04/22/2019	04/25/2019	04/28/2019	04/29/2019	04/14	04/27	05/03	9		
05/06/2019	05/09/2019	05/12/2019	05/13/2019	04/28	05/11	05/17	10		
05/20/2019	05/23/2019	05/26/2019	Tuesday Noon 05/28/2019	05/12	05/25	05/31	11	3/31/2019	
06/03/2019	06/06/2019	06/09/2019	06/10/2019	05/26	06/08	06/14	12		
06/17/2019	06/20/2019	06/23/2019	06/24/2019	06/09	06/22	06/28	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 2019

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 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
01/07/2019	01/10/2019	01/11/2019	01/14/2019	01/01	01/31	01/31	1		1/30/2019
02/04/2019	02/07/2019	02/08/2019	02/11/2019	02/01	02/28	02/28	2	01/01/2019	
03/18/2019	03/21/2019	03/22/2019	03/25/2019	03/01	03/31	03/29	3		
04/15/2019	04/18/2019	04/19/2019	04/22/2019	04/01	04/30	04/30	4		
05/13/2019	05/16/2019	05/17/2019	05/20/2019	05/01	05/31	05/31	5	04/01/2019	5/1/2019
06/10/2019	06/13/2019	06/14/2019	06/17/2019	06/01	06/30	06/28	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