

### SAP Biweekly Payroll Schedule for Jan - June 2020

**Time Load, Time Transfer, and Time Evaluation MUST be run EACH day**

Documents <span style="color: red;">MUST</span> be received in Compensation by Monday 5:00 PM	Data and Time Input <span style="color: red;">MUST</span> be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data <span style="color: red;">MUST</span> 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 #		
12/30/2019	01/02/2020	01/05/2020	01/06/2020	12/22	01/04	01/10	1		
01/13/2020	01/16/2020	01/19/2020	Tuesday Noon 01/21/2020	01/05	01/18	01/24	2		
01/27/2020	01/30/2020	02/02/2020	02/03/2020	01/19	02/01	02/07	3		
02/10/2020	02/13/2020	02/16/2020	02/17/2020	02/02	02/15	02/21	4	12/22/2019	
02/24/2020	02/27/2020	03/01/2020	03/02/2020	02/16	02/29	03/06	5		
03/09/2020	03/12/2020	03/15/2020	03/16/2020	03/01	03/14	03/20	6		
03/23/2020	03/26/2020	03/29/2020	03/30/2020	03/15	03/28	04/03	7		
04/06/2020	04/09/2020	04/12/2020	04/13/2020	03/29	04/11	04/17	8		
04/20/2020	04/23/2020	04/26/2020	04/27/2020	04/12	04/25	05/01	9		
05/04/2020	05/07/2020	05/10/2020	05/11/2020	04/26	05/09	05/15	10		
05/18/2020	05/21/2020	05/24/2020	Tuesday Noon 05/26/2020	05/10	05/23	05/29	11	3/29/2020	
06/01/2020	06/04/2020	06/07/2020	06/08/2020	05/24	06/06	06/12	12		
06/15/2020	06/18/2020	06/21/2020	06/22/2020	06/07	06/20	06/26	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 2020

**Time Load, Time Transfer, and Time Evaluation MUST be run EACH day**

Documents <span style="color: red;">MUST</span> be received in Compensation by Monday 5:00 pm	Data and Time Input <span style="color: red;">MUST</span> be entered by 5:00 pm Payroll Run (Prelim)	Corrections and Other Data <span style="color: red;">MUST</span> be entered by 5:00 pm Payroll Correction Run (Trial)	Corrections and Other Data <span style="color: red;">MUST</span> 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
01/20/2020	01/23/2020	01/24/2020	01/27/2020	01/01	01/31	01/31	1		
02/17/2020	02/20/2020	02/21/2020	02/24/2020	02/01	02/29	02/28	2	01/01/2020	
03/16/2020	03/19/2020	03/20/2020	03/23/2020	03/01	03/31	03/31	3		
04/13/2020	04/16/2020	04/17/2020	04/20/2020	04/01	04/30	04/30	4		4/29/2020
05/11/2020	05/14/2020	05/15/2020	05/18/2020	05/01	05/31	05/29	5	04/01/2020	
06/08/2020	06/11/2020	06/12/2020	06/15/2020	06/01	06/30	06/30	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