

SAP Biweekly Payroll Schedule for Jan - June 2021

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

Documents MUST be received in Compensation by Monday 5:00 PM EST	Data and Time Input MUST be entered by Thursday 5:00 pm EST Payroll Run (Prelim)	Corrections and Other Data MUST be entered Sunday 5:00 pm EST Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm EST 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 #		
12/28/2020	Wednesday 12/30/2020	01/03/2021	01/04/2021	12/20	1/2	1/8	1		
01/11/2021	01/14/2021	01/17/2021	Tuesday Noon 01/19/2021	1/3	1/16	1/22	2		
01/25/2021	01/28/2021	01/31/2021	02/01/2021	1/17	1/30	2/5	3		
02/08/2021	02/11/2021	02/14/2021	02/15/2021	1/31	2/13	2/19	4	12/20/2020	
02/22/2021	02/25/2021	02/28/2021	03/01/2021	2/14	2/27	3/5	5		
03/08/2021	03/11/2021	03/14/2021	03/15/2021	2/28	3/13	3/19	6		
03/22/2021	03/25/2021	03/28/2021	03/29/2021	3/14	3/27	4/2	7		
04/05/2021	04/08/2021	04/11/2021	04/12/2021	3/28	4/10	4/16	8		
04/19/2021	04/22/2021	04/25/2021	04/26/2021	4/11	4/24	4/30	9		
05/03/2021	05/06/2021	05/09/2021	05/10/2021	4/25	5/8	5/14	10		
05/17/2021	05/20/2021	05/23/2021	05/24/2021	5/9	5/22	5/28	11	3/28/2021	
05/31/2021	06/03/2021	06/06/2021	06/07/2021	5/23	6/5	6/11	12		
06/14/2021	Wednesday 6/16/2021	06/20/2021	06/21/2021	6/6	6/19	6/25	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 2021

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Documents MUST be received in Compensation by Monday 5:00 pm EST	Data and Time Input MUST be entered by 5:00 pm EST Payroll Run (Prelim)	Corrections and Other Data MUST be entered by 5:00 pm EST Payroll Correction Run (Trial)	Corrections and Other Data MUST be entered by 5:00 pm EST 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
01/18/2021	01/21/2021	01/22/2021	01/25/2021	01/01	01/31	01/29	1		
02/15/2021	02/18/2021	02/19/2021	02/22/2021	02/01	02/28	02/26	2	01/01/2021	
03/15/2021	03/18/2021	03/19/2021	03/22/2021	03/01	03/31	03/31	3		
04/12/2021	04/15/2021	04/16/2021	04/19/2021	04/01	04/30	04/30	4		4/28/2021
05/10/2021	05/13/2021	05/14/2021	05/17/2021	05/01	05/31	5/28	5	04/01/2021	
06/07/2021	06/10/2021	06/11/2021	06/14/2021	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									