

SAP Biweekly Payroll Schedule for Jan - June 2022

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 #		
12/27/2021	Wednesday 12/29/2021	01/02/2022	01/03/2022	12/19	1/1	1/7	1		
01/10/2022	01/13/2022	01/16/2022	Tuesday Noon 01/18/2022	1/2	1/15	1/21	2		
01/24/2022	01/27/2022	01/30/2022	01/31/2022	1/16	1/29	2/4	3		
02/07/2022	02/10/2022	02/13/2022	02/14/2022	1/30	2/12	2/18	4	12/19/2021	
02/21/2022	02/24/2022	02/27/2022	02/28/2022	2/13	2/26	3/4	5		
03/07/2022	03/10/2022	03/13/2022	03/14/2022	2/27	3/12	3/18	6		
03/21/2022	03/24/2022	03/27/2022	03/28/2022	3/13	3/26	4/1	7		
04/04/2022	04/07/2022	04/10/2022	04/11/2022	3/27	4/9	4/15	8		
04/18/2022	04/21/2022	04/24/2022	04/25/2022	4/10	4/23	4/29	9		
05/02/2022	05/05/2022	05/08/2022	05/09/2022	4/24	5/7	5/13	10		
05/16/2022	05/19/2022	05/22/2022	05/23/2022	5/8	5/21	5/27	11	3/27/2022	
05/31/2022	06/02/2022	06/05/2022	06/06/2022	5/22	6/4	6/10	12		
06/13/2022	Wednesday 6/15/2022	06/19/2022	06/20/2022	6/5	6/18	6/24	13		

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

SAP Monthly Payroll Schedule for Jan - June 2022

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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
01/17/2022	01/20/2022	01/21/2022	01/24/2022	01/01	01/31	01/31	1		
02/14/2022	02/17/2022	02/18/2022	02/21/2022	02/01	02/28	02/28	2	01/01/2022	
03/14/2022	03/17/2022	03/18/2022	03/21/2022	03/01	03/31	03/31	3		
04/11/2022	04/14/2022	04/15/2022	04/18/2022	04/01	04/30	04/29	4		4/27/2022
05/09/2022	05/12/2022	05/13/2022	05/16/2022	05/01	05/31	05/31	5	04/01/2022	
06/06/2022	06/09/2022	06/10/2022	06/13/2022	06/01	06/30	06/30	6		
Between payroll processing of the preliminary run through the finalizing process, salary and benefit encumbrance reporting will be inaccurate									
**Earliest retroactive processing date is set after the payroll has finalized and posted to accounting on Wednesday mornings									