

### SAP Biweekly Payroll Schedule for July - Dec 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 EST	Data and Time Input <span style="color: red;">MUST</span> be entered by Thursday 5:00 pm EST Payroll Run (Prelim)	Corrections & Other Data <span style="color: red;">MUST</span> 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 #		
06/29/2020	07/01/2020 Wednesday	07/05/2020	07/06/2020	6/21	7/4	7/10	14		
07/13/2020	07/16/2020	07/19/2020	07/20/2020	7/5	7/18	7/24	15		
07/27/2020	07/30/2020	08/02/2020	08/03/2020	7/19	8/1	8/7	16		
08/10/2020	08/13/2020	08/16/2020	08/17/2020	8/2	8/15	8/21	17	06/21/2020	
08/24/2020	08/27/2020	08/30/2020	08/31/2020	8/16	8/29	9/4	18		
9/4/2020 Friday	09/10/2020	09/13/2020	09/14/2020	8/30	9/12	9/18	19		
09/21/2020	09/24/2020	09/27/2020	09/28/2020	9/13	9/26	10/2	20		
10/05/2020	10/08/2020	10/11/2020	10/12/2020	9/27	10/10	10/16	21		
10/19/2020	10/22/2020	10/25/2020	10/26/2020	10/11	10/24	10/30	22		
11/02/2020	11/4/2020 Wednesday	11/08/2020	Monday NOON 11/9/2020	10/25	11/7	11/13	23		
11/16/2020	11/18/2020 Wednesday	11/22/2020	Monday NOON 11/23/2020	11/8	11/21	11/27	24	09/27/2020	
11/30/2020	12/03/2020	12/06/2020	12/07/2020	11/22	12/5	12/11	25		
12/14/2020	12/16/2020 Wednesday	12/20/2020	Monday NOON 12/21/2020	12/6	12/19	12/24***	26		

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

\*\*\*Paydate is on Thursday

### SAP Monthly Payroll Schedule for July - Dec 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 EST	Data and Time Input <span style="color: red;">MUST</span> be entered by 5:00 pm EST Payroll Run (Prelim)	Corrections and Other Data <span style="color: red;">MUST</span> be entered by 5:00 pm EST Payroll Correction Run (Trial)	Corrections and Other Data <span style="color: red;">MUST</span> 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
07/20/2020	07/23/2020	07/24/2020	07/27/2020	07/01	07/31	07/31	7		
08/17/2020	08/20/2020	08/21/2020	08/24/2020	08/01	08/31	08/31	8	07/01/2020	
09/14/2020	09/17/2020	09/18/2020	09/21/2020	09/01	09/30	09/30	9		
10/12/2020	10/15/2020	10/16/2020	10/19/2020	10/01	10/31	10/30	10		10/28/2020
11/09/2020	11/12/2020	11/13/2020	11/16/2020	11/01	11/30	11/30	11	10/01/2020	
12/07/2020	12/10/2020	12/11/2020	12/14/2020	12/01	12/31	12/31	12		

\*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