

### SAP Biweekly Payroll Schedule for July - Dec 2021

**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 #		
06/28/2021	07/01/2021	07/04/2021	Tuesday NOON 7/6/2021	6/20	7/3	7/9	14		
07/12/2021	07/15/2021	07/18/2021	07/19/2021	7/4	7/17	7/23	15		
07/26/2021	07/29/2021	08/01/2021	08/02/2021	7/18	7/31	8/6	16		
08/09/2021	08/12/2021	08/15/2021	08/16/2021	8/1	8/14	8/20	17	06/20/2021	
08/23/2021	08/26/2021	08/29/2021	08/30/2021	8/15	8/28	9/3	18		
9/7/2021 Tuesday	09/09/2021	09/12/2021	09/13/2021	8/29	9/11	9/17	19		
09/20/2021	09/23/2021	09/26/2021	09/27/2021	9/12	9/25	10/1	20		
10/04/2021	10/07/2021	10/10/2021	10/11/2021	9/26	10/9	10/15	21		
10/18/2021	10/21/2021	10/24/2021	10/25/2021	10/10	10/23	10/29	22		
11/01/2021	11/03/2021 Wednesday	11/07/2021	Monday NOON 11/08/2021	10/24	11/6	11/12	23		
11/15/2021	11/17/2021 Wednesday	11/21/2021	Monday NOON 11/22/2021	11/7	11/20	11/26	24	09/26/2021	
11/29/2021	12/02/2021	12/05/2021	12/06/2021	11/21	12/4	12/10	25		
12/13/2021	12/15/2021 Wednesday	12/19/2021	Monday NOON 12/20/2021	12/5	12/18	12/23/2021*	26		
The HR/Payroll system will be available for changes all day Saturday and Sunday until 5:00 pm EST.									
*PAYDATES CHANGED DUE TO HOLIDAY									

### SAP Monthly Payroll Schedule for July - Dec 2021

**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
07/19/2021	07/22/2021	07/23/2021	07/26/2021	07/01	07/31	07/30	7		
08/16/2021	08/19/2021	08/20/2021	08/23/2021	08/01	08/31	08/31	8	07/01/2021	
09/13/2021	09/16/2021	09/17/2021	09/20/2021	09/01	09/30	09/30	9		
10/11/2021	10/14/2021	10/15/2021	10/18/2021	10/01	10/31	10/29	10		10/27/2021
11/08/2021	11/11/2021	11/12/2021	11/15/2021	11/01	11/30	11/30	11	10/01/2021	
12/06/2021	12/09/2021	12/10/2021	12/13/2021	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 posted to accounting on Wednesday mornings.									