

### SAP Bi-weekly Payroll Schedule for Jan-June 2023

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

Documents <b>MUST</b> be received in Compensation by Monday 5:00 PM	Data and Time Input <b>MUST</b> be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data <b>MUST</b> be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll Correction Run (Final)	Payroll Period Dates				**Earliest Retro Date Set After Payroll	Payroll Confirmation Off Cycle Processing Wednesdays
				Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date		
			Tuesday Noon 01/03/23	12/18	12/31	1/6	1		
			Tuesday Noon 01/17/23	1/1	1/14	1/20	2		
			01/30/23	1/15	1/28	2/3	3		
			02/13/23	1/29	2/11	2/17	4	12/18/22	
			02/27/23	2/12	2/25	3/3	5		
			03/13/23	2/26	3/11	3/17	6		
			03/27/23	3/12	3/25	3/31	7		
			04/10/23	3/26	4/8	4/14	8		
			04/24/23	4/9	4/22	4/28	9		
			05/08/23	4/23	5/6	5/12	10		
			05/22/23	5/7	5/20	5/26	11	03/26/23	
			06/05/23	5/21	6/3	6/9	12		
			Tuesday Noon 06/20/23	6/4	6/17	6/23	13		

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

### SAP Monthly Payroll Schedule for Jan-June 2023

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Documents <b>MUST</b> be received in Compensation by Monday 5:00 PM	Data and Time Input <b>MUST</b> be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data <b>MUST</b> be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Corrections and Other Data <b>MUST</b> be entered by 5:00 pm EST Payroll Correction Run (Final)	Payroll Period Dates				**Earliest Retro Date Set After Payroll	Payroll Confirmation Off Cycle Processing Wednesdays
				Monthly Date	Monthly Date	Monthly Date	Monthly Date		
			01/09/23	1/1	1/31	1/31	1		Monthly Only
			02/20/23	2/1	2/28	2/28	2	01/01/23	
			03/20/23	3/1	3/31	3/31	3		
			04/17/23	4/1	4/30	4/28	4		04/26/23
			05/15/23	5/1	5/31	5/31	5	04/01/23	
			06/26/23	6/1	6/30	6/30	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.\*\*