

SAP Bi-weekly Payroll Schedule for Jan-June 2024

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

| Documents MUST be received in Compensation by Monday 5:00 PM | Data and Time Input MUST be entered by Thursday 5:00 pm Payroll Run (Prelim) | Corrections and Other Data MUST 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 | Begin | End | Date Paid | PR# | | |
| 12/22/23 | 12/28/23 | 12/31/23 | Tuesday NOON 01/02/24 | 12/17 | 12/30 | 1/5 | 1 | | |
| 01/08/24 | 01/11/24 | 01/14/24 | Tuesday NOON 01/16/24 | 12/31 | 1/13 | 1/19 | 2 | | |
| 01/22/24 | 01/25/24 | 01/28/24 | 01/29/24 | 1/14 | 1/27 | 2/2 | 3 | | |
| 02/05/24 | 02/08/24 | 02/11/24 | 02/12/24 | 1/28 | 2/10 | 2/16 | 4 | 12/17/23 | |
| 02/19/24 | 02/22/24 | 02/25/24 | 02/26/24 | 2/11 | 2/24 | 3/1 | 5 | | |
| 03/04/24 | 03/07/24 | 03/10/24 | 03/11/24 | 2/25 | 3/9 | 3/15 | 6 | | |
| 03/18/24 | 03/21/24 | 03/24/24 | 03/25/24 | 3/10 | 3/23 | 3/29 | 7 | | |
| 04/01/24 | 04/04/24 | 04/07/24 | 04/08/24 | 3/24 | 4/6 | 4/12 | 8 | | |
| 04/15/24 | 04/18/24 | 04/21/24 | 04/22/24 | 4/7 | 4/20 | 4/26 | 9 | | |
| 04/29/24 | 05/02/24 | 05/05/24 | 05/06/24 | 4/21 | 5/4 | 5/10 | 10 | | |
| 05/13/24 | 05/16/24 | 05/19/24 | 05/20/24 | 5/5 | 5/18 | 5/24 | 11 | 03/24/24 | |
| 05/24/24 | 05/30/24 | 06/02/24 | 06/03/24 | 5/19 | 6/1 | 6/7 | 12 | | |
| 06/10/24 | Wednesday 6/12/24 | 06/16/24 | Monday NOON 6/17/24 | 6/2 | 6/15 | 6/21 | 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 2024

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| Documents MUST be received in Compensation by Monday 5:00 PM | Data and Time Input MUST be entered by Thursday 5:00 pm Payroll Run (Prelim) | Corrections and Other Data MUST be entered by Sunday 5:00 pm Payroll Correction Run (Trial) | Corrections and Other Data MUST 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 | Begin | End | Date Paid | PR# | | Monthly Only |
| 12/29/23 | 01/04/24 | 01/07/24 | 01/08/24 | 1/1 | 1/31 | 1/31 | 1 | | |
| 02/12/24 | 02/15/24 | 02/18/24 | 02/19/24 | 2/1 | 2/29 | 2/29 | 2 | 01/01/24 | |
| 03/11/24 | 03/14/24 | 03/17/24 | 03/18/24 | 3/1 | 3/31 | 3/29 | 3 | | |
| 04/08/24 | 04/11/24 | 04/14/24 | 04/15/24 | 4/1 | 4/30 | 4/30 | 4 | | 04/24/24 |
| 05/20/24 | 05/23/24 | 05/26/24 | Tuesday NOON 05/28/24 | 5/1 | 5/31 | 5/31 | 5 | 04/01/24 | |
| 06/17/24 | 06/20/24 | 06/23/24 | 06/24/24 | 6/1 | 6/30 | 6/28 | 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.**