

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 |
|---|---|---|---|----------------------|------|-----------|------|---|
| | | | | Begin | End | Date Paid | PR # | |
| 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 | Tuesday Noon 06/21/2022 | 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

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 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 |
|---|--|---|---|----------------------|-------|-----------|------|---|---|
| | | | | Begin | End | Date Paid | PR # | | |
| Monthly Date | Monthly Date | Monthly Date | Monthly Date | Begin | End | Date Paid | PR # | Monthly Pay Area Only | |
| 01/03/2022 | 01/06/2021 | 01/07/2022 | 01/10/2022 | 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 | | | | | | | | | |

Last Updated 5/4/2022