

## SAP Bi-weekly Payroll Schedule for July-Dec 2025

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	Begin	End	Date Paid	PR#		
06/23/25	Wednesday 6/25/2025	06/29/25	Monday NOON 6/30/25	6/15	6/28	7/3*	14		
07/07/25	07/10/25	07/13/25	07/14/25	6/29	7/12	7/18	15		
07/21/25	07/24/25	07/27/25	07/28/25	7/13	7/26	8/1	16		
08/04/25	08/07/25	08/10/25	08/11/25	7/27	8/9	8/15	17	06/15/25	
08/18/25	08/21/25	08/24/25	08/25/25	8/10	8/23	8/29	18		
08/29/25	09/04/25	09/07/25	09/08/25	8/24	9/6	9/12	19		
09/15/25	09/18/25	09/21/25	09/22/25	9/7	9/20	9/26	20		
09/29/25	10/02/25	10/05/25	10/06/25	9/21	10/4	10/10	21		
10/13/25	10/16/25	10/19/25	10/20/25	10/5	10/18	10/24	22		
10/27/25	10/30/25	11/02/25	11/03/25	10/19	11/1	11/7	23		
11/10/25	11/13/25	11/16/25	11/17/25	11/2	11/15	11/21	24	09/21/25	
11/24/25	Wednesday 11/26/25	11/30/25	12/01/25	11/16	11/29	12/5	25		
12/08/25	12/11/25	12/14/25	12/15/25	11/30	12/13	12/19	26		

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

## SAP Monthly Payroll Schedule for July-Dec 2025

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)	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	Begin	End	Date Paid	PR#		Monthly Only
07/14/25	07/17/25	07/20/25	07/21/25	7/1	7/31	7/31	7		
08/11/25	08/14/25	08/17/25	08/18/25	8/1	8/31	8/29	8	07/01/25	
09/08/25	09/11/25	09/14/25	09/15/25	9/1	9/30	9/30	9		
10/20/25	10/23/25	10/26/25	10/27/25	10/1	10/31	10/31	10		10/22/25
11/17/25	11/20/25	11/23/25	Monday NOON 11/24/25	11/1	11/30	11/28	11	10/01/25	
12/15/25	12/18/25	12/21/25	12/22/25	12/1	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.\*\*