

SAP Bi-weekly Payroll Schedule for July-Dec 2026									
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#		
06/18/26	Wednesday 06/24/26	06/28/26	Monday NOON 06/29/26	6/14	6/27	*7/2*	14		
07/06/26	07/09/26	07/12/26	07/13/26	6/28	7/11	7/17	15		
07/20/26	07/23/26	07/26/26	07/27/26	7/12	7/25	7/31	16		
08/03/26	08/06/26	08/09/26	08/10/26	7/26	8/8	8/14	17		
08/17/26	08/20/26	08/23/26	08/24/26	8/9	8/22	8/28	18	06/14/26	
08/28/26	Wednesday 09/02/26	09/06/26	Tuesday NOON 09/08/26	8/23	9/5	9/11	19		
09/14/26	09/17/26	09/20/26	09/21/26	9/6	9/19	9/25	20		
09/28/26	10/01/26	10/04/26	10/05/26	9/20	10/3	10/9	21		
10/12/26	10/15/26	10/18/26	10/19/26	10/4	10/17	10/23	22		
10/26/26	10/29/26	11/01/26	11/02/26	10/18	10/31	11/6	23		
11/09/26	11/12/26	11/15/26	11/16/26	11/1	11/14	11/20	24	09/20/26	
11/20/26	Wednesday 11/25/26	11/29/26	11/30/26	11/15	11/28	12/4	25		
12/07/26	12/10/26	12/13/26	12/14/26	11/29	12/12	12/18	26		
12/18/26	Wednesday 12/23/26	12/27/26	Monday NOON 12/28/26	12/13	12/26	*12/31*	27		

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

SAP Monthly Payroll Schedule for July-Dec 2026									
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)	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
07/13/26	07/16/26	07/19/26	07/20/26	7/1	7/31	7/31	7		
08/10/26	08/13/26	08/16/26	08/17/26	8/1	8/31	8/31	8	07/01/26	
09/04/26	09/10/26	09/13/26	09/14/26	9/1	9/30	9/30	9		
10/19/26	10/22/26	10/25/26	10/26/26	10/1	10/31	10/30	10		10/21/26
11/16/26	11/19/26	11/22/26	11/23/26	11/1	11/30	11/30	11	10/01/26	
12/14/26	12/17/26	12/20/26	12/21/26	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.**									