

SAP Bi-weekly Payroll Schedule for Jan-June 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 BW Payroll	Payroll Confirmation Off Cycle Processing Wednesdays
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR#		
12/19/25	Monday 12/22/2025	12/28/25	Monday NOON 12/29/25	12/14	12/27	1/2	1		
01/05/26	01/08/26	01/11/26	Monday NOON 01/12/26	12/28	1/10	1/16	2		
01/16/26	01/22/26	01/25/26	01/26/26	1/11	1/24	1/30	3		
02/02/26	02/05/26	02/08/26	02/09/26	1/25	2/7	2/13	4		
02/16/26	02/19/26	02/22/26	02/23/26	2/8	2/21	2/27	5	12/14/25	
03/02/26	03/05/26	03/08/26	03/09/26	2/22	3/7	3/13	6		
03/16/26	03/19/26	03/22/26	03/23/26	3/8	3/21	3/27	7		
03/30/26	04/02/26	04/05/26	04/06/26	3/22	4/4	4/10	8		
04/13/26	04/16/26	04/19/26	04/20/26	4/5	4/18	4/24	9		
04/27/26	04/30/26	05/03/26	05/04/26	4/19	5/2	5/8	10		
05/11/26	05/14/26	05/17/26	05/18/26	5/3	5/16	5/22	11	03/22/26	
05/22/26	05/28/26	05/31/26	06/01/26	5/17	5/30	6/5	12		
06/05/26	Wednesday 6/10/2026	06/14/26	Monday NOON 06/15/26	5/31	6/13	*6/18*	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 2026

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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
01/08/26	Tuesday 1/13/26	Wednesday 1/14/26	Thursday 1/15/26	1/1	1/31	1/30	1		01/28/26
02/09/26	02/12/26	02/15/26	02/16/26	2/1	2/28	2/27	2	01/01/26	
03/09/26	03/12/26	03/15/26	03/16/26	3/1	3/31	3/31	3		
04/06/26	04/09/26	04/12/26	04/13/26	4/1	4/30	4/30	4		04/22/26
05/18/26	05/21/26	05/24/26	Tuesday NOON 05/26/26	5/1	5/31	5/29	5	04/01/26	
06/15/26	06/18/26	06/21/26	06/22/26	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.**