

DATE UPDATED: 05/15/2026

SAP Bi-weekly Payroll Schedule for Jan-June 2027

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

Documents MUST be received in Compensation by:	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#		
01/04/27	01/07/27	01/10/27	Monday 1/11/27 NOON	12/27	1/9	1/15	1		
01/15/27	01/21/27	01/24/27	01/25/27	1/10	1/23	1/29	2		
02/01/27	02/04/27	02/07/27	02/08/27	1/24	2/6	2/12	3		
02/15/27	02/18/27	02/21/27	02/22/27	2/7	2/20	2/26	4	12/27/26	
03/01/27	03/04/27	03/07/27	03/08/27	2/21	3/6	3/12	5		
03/15/27	03/18/27	03/21/27	03/22/27	3/7	3/20	3/26	6		
03/29/27	04/01/27	04/04/27	04/05/27	3/21	4/3	4/9	7		
04/12/27	04/15/27	04/18/27	04/19/27	4/4	4/17	4/23	8		
04/26/27	04/29/27	05/02/27	05/03/27	4/18	5/1	5/7	9		
05/10/27	05/13/27	05/16/27	05/17/27	5/2	5/15	5/21	10		
05/21/27	Wednesday 05/26/27	05/30/27	Tuesday 06/01/27 NOON	5/16	5/29	6/4	11	03/21/27	
06/07/27	Wednesday 06/09/27	06/13/27	Monday 06/14/27 NOON	5/30	6/12	*6/17*	12		
06/21/27	06/24/27	06/27/27	06/28/27	6/13	6/26	7/2	13		

Indicates a Thursday pay date due to holiday

Safe dates for moving employees from BW to MO are shaded gray. MO to BW safe dates are always the 1st day of the month.

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

SAP Monthly Payroll Schedule for Jan-June 2027

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

Documents MUST be received in Compensation by:	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
01/04/27	Monday 01/11/27	Tuesday 01/12/27	Wednesday 01/13/27	1/1	1/31	1/29	1		01/27/27
02/08/27	02/11/27	02/14/27	02/15/27	2/1	2/28	2/26	2	01/01/27	
03/08/27	03/11/27	03/14/27	03/15/27	3/1	3/31	3/31	3		
04/19/27	04/22/27	04/25/27	04/26/27	4/1	4/30	4/30	4		04/28/27
05/17/27	05/20/27	05/23/27	05/24/27	5/1	5/31	5/28	5	04/01/27	
06/11/27	Wednesday 6/16/27	06/20/27	06/21/27	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.**