

UPDATED AS OF: 09/09/2026

SAP Bi-weekly Payroll Schedule for July-December 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 6/29/26	6/14	6/27	*7/2*	14		
07/06/26	07/09/26	07/12/26	Monday NOON 7/13/26 (S4Hana)	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 9/8/26	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	Tuesday NOON 12/01/26	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	Tuesday 12/22/26	12/27/26	Monday NOON 12/28/26	12/13	12/26	*12/31*	27		

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 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
07/06/26	Monday 7/13/2026	Tuesday 7/14/2026	Wed NOON 07/15/26 (S4Hana)	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	Wednesday 12/16/26	12/20/26	Monday NOON 12/21/2026	12/1	12/31	12/31	12		

MO to BW safe dates are always the 1st day of the month.

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.**