SAP Bi-weekly Payroll Schedule for Jan-June 2023

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#		
12/26/22	12/29/22	01/01/23	Tuesday Noon 01/03/23	12/18	12/31	1/6	1		
01/09/23	01/12/23	01/15/23	Tuesday Noon 01/17/23	1/1	1/14	1/20	2		
01/23/23	01/26/23	01/29/23	01/30/23	1/15	1/28	2/3	3		
02/06/23	02/09/23	02/12/23	02/13/23	1/29	2/11	2/17	4	12/18/22	
02/20/23	02/23/23	02/26/23	02/27/23	2/12	2/25	3/3	5		
03/06/23	03/09/23	03/12/23	03/13/23	2/26	3/11	3/17	6		
03/20/23	03/23/23	03/26/23	03/27/23	3/12	3/25	3/31	7		
04/03/23	04/06/23	04/09/23	04/10/23	3/26	4/8	4/14	8		
04/17/23	04/20/23	04/23/23	04/24/23	4/9	4/22	4/28	9		
05/01/23	05/04/23	05/07/23	05/08/23	4/23	5/6	5/12	10		
05/15/23	05/18/23	05/21/23	05/22/23	5/7	5/20	5/26	11	03/26/23	
05/26/23	06/01/23	06/04/23	06/05/23	5/21	6/3	6/9	12		
06/12/23	06/15/23	06/18/23	Tuesday Noon 06/20/23	6/4	6/17	6/23	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 2023

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
12/30/22	01/05/23	01/08/23	01/09/23	1/1	1/31	1/31	1		
02/13/23	02/16/23	02/19/23	02/20/23	2/1	2/28	2/28	2	01/01/23	
03/13/23	03/16/23	03/19/23	03/20/23	3/1	3/31	3/31	3		
04/10/23	04/13/23	04/16/23	04/17/23	4/1	4/30	4/28	4		04/26/23
05/08/23	05/11/23	05/14/23	05/15/23	5/1	5/31	5/31	5	04/01/23	
06/16/23	06/22/23	06/25/23	06/26/23	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.**

Last Updated: 01/10/2023