



Office of Human Resources Management
People Operations | Core HR

FY2024 Schedule for Processing Online SAP Actions

July 2023 – June 2024

The SAP processing schedule below is used by Agency Human Resources Liaisons to ensure that all entries are entered into SAP by the set deadlines for each pay period.

Please contact the Core HR Division at CoreHR@co.pg.md.us if you have any questions or require assistance.

Pay Period		SAP Entry Date	Deadline for SAP Actions impacting benefits	Deadline for non-monetary SAP actions
<i>Start Date</i>	<i>End Date</i>	<i>HRLs can enter information in SAP beginning on this date</i>	<i>Includes all promotions, merits, transfers from one salary schedule to another, demotions, resignations, retirements</i>	<i>Includes all Past Performance Assessments, incentive awards, address changes, mail distribution changes</i>
6/18/2023	7/1/2023	6/29/2023	7/3/2023	7/6/2023
7/2/2023	7/15/2023	7/13/2023	7/17/2023	7/20/2023
7/16/2023	7/29/2023	7/27/2023	7/31/2023	8/3/2023
7/30/2023	8/12/2023	8/10/2023	8/14/2023	8/17/2023
8/13/2023	8/26/2023	8/24/2023	8/28/2023	8/31/2023
8/27/2023	9/9/2023	9/7/2023	9/11/2023	9/14/2023
9/10/2023	9/23/2023	9/21/2023	9/25/2023	9/28/2023
9/24/2023	10/7/2023	10/5/2023	10/9/2023	10/12/2023
10/8/2023	10/21/2023	10/19/2023	10/23/2023	10/26/2023
10/22/2023	11/4/2023	11/2/2023	11/6/2023	11/9/2023
11/5/2023	11/18/2023	11/16/2023	11/20/2023	11/23/2023
11/19/2023	12/2/2023	11/30/2023	12/4/2023	12/7/2023
12/3/2023	12/16/2023	12/14/2023	12/18/2023	12/21/2023
12/17/2023	12/30/2023	12/28/2023	1/1/2024	1/4/2024
12/31/2023	1/13/2024	1/11/2024	1/15/2024	1/18/2024
1/14/2024	1/27/2024	1/25/2024	1/29/2024	2/1/2024
1/28/2024	2/10/2024	2/8/2024	2/12/2024	2/15/2024
2/11/2024	2/24/2024	2/22/2024	2/26/2024	2/29/2024
2/25/2024	3/9/2024	3/7/2024	3/11/2024	3/14/2024
3/10/2024	3/23/2024	3/21/2024	3/25/2024	3/28/2024
3/24/2024	4/6/2024	4/4/2024	4/8/2024	4/11/2024
4/7/2024	4/20/2024	4/18/2024	4/22/2024	4/25/2024
4/21/2024	5/4/2024	5/2/2024	5/6/2024	5/9/2024
5/5/2024	5/18/2024	5/16/2024	5/20/2024	5/23/2024
5/19/2024	6/1/2024	5/30/2024	6/3/2024	6/6/2024
6/2/2024	6/15/2024	6/13/2024	6/17/2024	6/20/2024
6/16/2024	6/29/2024	6/27/2024	7/1/2024	7/4/2024
6/30/2024	7/13/2024	7/11/2024	7/15/2024	7/18/2024

