

**HUMAN RESOURCES/PAYROLL SERVICES
MONTHLY PAYROLL PROCESSING SCHEDULE
January 1, 2023 thru December 31, 2023**

posted to Website 01/04/2023

Pay Period	REGULAR						HOURLY						
	OSU Payroll Services Documents		Leave	Adjustments	Final Payroll	Regular Payday	OSU Payroll Services Documents		Timesheet	Adjustments	Final Payroll	Hourly Payday	
	Ready to Apply by 4:00pm	Due by 12:00 PM	Due by 12:00pm	Due To State	Ready to Apply by 4:00pm		Approvals Due by 12:00 PM	Due to State					
BNR ID	Apply by 4:00pm	Due by 12:00 PM	Due by 12:00pm	Due To State	Regular Payday	BNR ID	Pay Period End	Ready to Apply by 4:00pm	Approvals Due by 12:00 PM	Due to State	Hourly Payday		
Dec	PM12	12/12/2022	12/16/2022	12/16/2022	12/21/2022	12/29/2022	PH12	12/29/2022	12/10/2022	12/16/2022	12/16/2022	12/21/2022	12/22/2022
Jan	PM1	1/13/2023	1/17/2023	1/17/2023	1/24/2023	1/31/2023	PH1	1/13/2023	1/10/2023	1/23/2023	1/19/2023	1/20/2023	1/27/2023
Feb	PM2	2/13/2023	2/14/2023	2/15/2023	2/21/2023	2/28/2023	PH2	2/15/2023	2/10/2023	2/20/2023	2/17/2023	2/20/2023	2/27/2023
Mar	PM3	3/16/2023	3/17/2023	3/10/2023	3/24/2023	3/31/2023	PH3	3/15/2023	3/10/2023	3/10/2023	3/10/2023	3/20/2023	3/27/2023
Apr	PM4	4/14/2023	4/17/2023	4/17/2023	4/21/2023	4/28/2023	PH4	4/15/2023	4/11/2023	4/18/2023	4/18/2023	4/20/2023	4/27/2023
May	PM5	5/15/2023	5/16/2023	5/16/2023	5/24/2023	5/31/2023	PH5	5/15/2023	5/15/2023	5/16/2023	5/16/2023	5/19/2023	5/26/2023
Jun	PM6	6/15/2023	6/15/2023	6/15/2023	6/22/2023	6/30/2023	PH6	6/15/2023	6/15/2023	6/15/2023	6/20/2023	6/20/2023	6/27/2023
Jul	PM7	7/17/2023	7/17/2023	7/17/2023	7/24/2023	7/31/2023	PH7	7/17/2023	7/17/2023	7/17/2023	7/17/2023	7/20/2023	7/27/2023
Aug	PM8	8/15/2023	8/15/2023	8/15/2023	8/24/2023	8/31/2023	PH8	8/15/2023	8/10/2023	8/16/2023	8/18/2023	8/18/2023	8/25/2023
Sep	PM9	9/15/2023	9/15/2023	9/15/2023	9/22/2023	9/29/2023	PH9	9/15/2023	9/12/2023	9/18/2023	9/19/2023	9/20/2023	9/27/2023
Oct	PM10	10/16/2023	10/16/2023	10/16/2023	10/24/2023	10/31/2023	PH10	10/15/2023	10/10/2023	10/17/2023	10/17/2023	10/19/2023	10/27/2023
Nov	PM11	11/16/2023	11/16/2023	11/16/2023	11/21/2023	11/30/2023	PH11	11/15/2023	11/10/2023	11/16/2023	11/16/2023	11/20/2023	11/27/2023
Dec	PM12	12/8/2023	12/13/2023	12/14/2023	12/14/2023	12/29/2023	PH12	12/15/2023	12/13/2023	12/14/2023	12/14/2023	12/15/2023	12/21/2023

Dates highlighted blue have been adjusted for holidays and weekends

This schedule supersedes all previous schedules. It is subject to change during holiday periods. If you have questions about payroll processing, please contact dcollins@opsu.edu.

OSU Payroll Services Documents include extends, salary deferrals, leave adjustments, manual adjustments, EPAFs.

Date for Fiscal Year End - June 21

The final payroll for the fiscal year end must be submitted to the state no later than this date in order to meet fiscal year end deadlines.

Non-exempt will defer approvals of the PB1 leave reports until January 9, 2024

Dates for MONTHLY estimated leave - December 12 thru 15

Dates for HOURLY estimated time - December 14 thru 15

Employees should clock in and out when possible; use estimated hours only as necessary.