

BIWEEKLY PAYROLL PROCESSING SCHEDULE
January 1, 2024 thru December 31, 2024

Posted to Website July 1, 2024									
BNR ID	Biweekly Work Period		Documents to OSU Payroll and EPAFS Ready to Apply Tuesday 5:00 PM	Employee Time Entry Approved Monday NOON	Payroll Submitted to the State Friday 3:00 PM	Deducts to be Taken	Payday	Ins. Month	
2023									
NB26	11/26/2023	- 12/9/2023	12/5/2023	12/11/2023	12/14/2023	2	12/21/2023	Dec	
NB1	12/10/2023	- 12/23/2023	12/12/2023	12/18/2023	12/21/2023	1	1/5/2024	Jan	
NB2	12/24/2023	- 1/6/2024	1/2/2024	1/8/2024	1/12/2024	2	1/19/2024		
NB3	1/7/2024	- 1/20/2024	1/16/2024	1/22/2024	1/26/2024	1	2/2/2024	Feb	
NB4	1/21/2024	- 2/3/2024	1/30/2024	2/5/2024	2/9/2024	2	2/16/2024		
NB5	2/4/2024	- 2/17/2024	2/13/2024	2/20/2024	2/23/2024	1	3/1/2024	Mar	
NB6	2/18/2024	- 3/2/2024	2/27/2024	3/4/2024	3/8/2024	2	3/15/2024		
NB7	3/3/2024	- 3/16/2024	3/11/2024	3/15/2024	3/22/2024	3	3/29/2024		
NB8	3/17/2024	- 3/30/2024	3/26/2024	4/1/2024	4/5/2024	1	4/12/2024	Apr	
NB9	3/31/2024	- 4/13/2024	4/9/2024	4/15/2024	4/19/2024	2	4/26/2024		
NB10	4/14/2024	- 4/27/2024	4/23/2024	4/29/2024	5/3/2024	1	5/10/2024	May	
NB11	4/28/2024	- 5/11/2024	5/7/2024	5/13/2024	5/17/2024	2	5/24/2024		
NB12	5/12/2024	- 5/25/2024	5/21/2024	5/28/2024	5/31/2024	1	6/7/2024	Jun	
NB13	5/26/2024	- 6/8/2024	6/4/2024	6/10/2024	6/14/2024	2	6/21/2024		
NB14	6/9/2024	- 6/22/2024	6/18/2024	6/24/2024	6/28/2024	1	7/5/2024	Jul	
NB15	6/23/2024	- 7/6/2024	7/8/2024	7/8/2024	7/12/2024	2	7/19/2024		
NB16	7/7/2024	- 7/20/2024	7/19/2024	7/22/2024	7/26/2024	1	8/2/2024	Aug	
NB17	7/21/2024	- 8/3/2024	8/2/2024	8/5/2024	8/9/2024	2	8/16/2024		
NB18	8/4/2024	- 8/17/2024	8/16/2024	8/19/2024	8/23/2024	3	8/30/2024		
NB19	8/18/2024	- 8/31/2024	8/30/2024	9/3/2024	9/6/2024	1	9/13/2024	Sep	
NB20	9/1/2024	- 9/14/2024	9/13/2024	9/16/2024	9/20/2024	2	9/27/2024		
NB21	9/15/2024	- 9/28/2024	9/27/2024	9/30/2024	10/4/2024	1	10/11/2024	Oct	
NB22	9/29/2024	- 10/12/2024	10/11/2024	10/14/2024	10/18/2024	2	10/25/2024		
NB23	10/13/2024	- 10/26/2024	10/25/2024	10/28/2024	11/1/2024	1	11/8/2024	Nov	
NB24	10/27/2024	- 11/9/2024	11/8/2024	11/11/2024	11/15/2024	2	11/22/2024		
NB25	11/10/2024	- 11/23/2024	11/21/2024	11/25/2024	11/27/2024	1	12/6/2024	Dec	
NB26	11/24/2024	- 12/7/2024	12/6/2024	12/9/2024	12/13/2024	2	12/20/2024		
2025									
NB1	12/8/2024	- 12/21/2024	12/13/2024	12/16/2024	12/20/2024	1	1/3/2025		

Dates highlighted blue have been adjusted for holidays and weekends.

All dates are subject to change and will be communicated via the Admin Listserv

This schedule supersedes all previous schedules. It is subject to change during holiday periods. If you have questions about biweekly **Timesheet Approval and Submission for March Due March 15**

All leave reports for monthly employees must be submitted and approved by end of day March 15th.

Dates for estimated hours - December 15 thru 21

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2025 and no later than January 14, 2025.

Adjustments must be submitted no later than January 5, 2025 to be reflected on the 2025 2 paycheck.

Date for Fiscal Year End - June 20

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.

DEDUCTIONS

- (1) All payroll deductions will be deducted from the paychecks. This includes miscellaneous deductions, long-term disability, supplemental life insurance, half of the medical insurance (health,dental & vision), long term care premiums, retirement deductions, medical reimbursement, and dependent care.
- (2) All deductions except United Way and Foundation.
- (3) Only deductions for retirement contributions excluding 403b and 457b, medical reimbursement, dependent care, long-term disability, and the bursar will be processed.

- (a) **PPA** Biweekly Prior Period Hours & Leave Adjustment form
- (b) **ENP** Exception to Normal Pay (paper)
- (c) **EPAF** Electronic Personnel Action Form