BIWEEKLY PAYROLL PROCESSING SCHEDULE
January 1, 2026 thru December 31, 2026

Posted to Website November 3, 2026

BNR ID	Biweekly Work Period			ENPs (a) Tuesday 5:00 PM	EPAFs (b) Ready to Apply Friday 4:00 PM	Employee Time Entry Submitted Monday 10:00 AM	Employee Time Entry Approved Monday NOON	Payroll Submitted to the State Friday 3:00 PM	Deducts to be Taken	Payday	Ins. Month
2025 NB26	11/23/2025	-	12/6/2025	12/2/2025	12/2/2025	12/8/2025	12/8/2025	12/12/2025	2	12/19/2025	Dec
NB1	12/7/2025	-	12/20/2025	12/9/2025	12/9/2025	12/12/2025	12/12/2025	12/16/2025	1	1/2/2026	Jan
NB2	12/21/2025	-	1/3/2026	12/30/2025	1/2/2026	1/5/2026	1/5/2026	1/9/2026	2	1/16/2026	
NB3	1/4/2026	-	1/17/2026	1/13/2026	1/16/2026	1/20/2026	1/20/2026	1/23/2026	3	1/30/2026	
NB4	1/18/2026	-	1/31/2026	1/27/2026	1/30/2026	2/2/2026	2/2/2026	2/6/2026	1	2/13/2026	Feb
NB5	2/1/2026	-	2/14/2026	2/10/2026	2/13/2026	2/16/2026	2/16/2026	2/20/2026	2	2/27/2026	
NB6	2/15/2026	-	2/28/2026	2/24/2026	2/27/2026	3/2/2026	3/2/2026	3/6/2026	1	3/13/2026	Mar
NB7	3/1/2026	-	3/14/2026	3/10/2026	3/13/2026	3/13/2026	3/13/2026	3/20/2026	2	3/27/2026	
NB8	3/15/2026	-	3/28/2026	3/24/2026	3/27/2026	3/30/2026	3/30/2026	4/3/2026	1	4/10/2026	Apr
NB9	3/29/2026	-	4/11/2026	4/7/2026	4/10/2026	4/13/2026	4/13/2026	4/17/2026	2	4/24/2026	
NB10	4/12/2026	-	4/25/2026	4/21/2026	4/24/2026	4/27/2026	4/27/2026	5/1/2026	1	5/8/2026	May
NB11	4/26/2026	-	5/9/2026	5/5/2026	5/8/2026	5/11/2026	5/11/2026	5/15/2026	2	5/22/2026	
NB12	5/10/2026	-	5/23/2026	5/19/2026	5/22/2026	5/26/2026	5/26/2026	5/29/2026	1	6/5/2026	Jun
NB13	5/24/2026	-	6/6/2026	6/2/2026	6/5/2026	6/8/2026	6/8/2026	6/11/2026	2	6/18/2026	
NB14	6/7/2026	-	6/20/2026	6/16/2026	6/18/2026	6/22/2026	6/22/2026	6/26/2026	1	7/3/2026	Jul
NB15	6/21/2026	-	7/4/2026	6/30/2026	7/3/2026	7/6/2026	7/6/2026	7/10/2026	2	7/17/2026	
NB16	7/5/2026	-	7/18/2026	7/14/2026	7/17/2026	7/20/2026	7/20/2026	7/24/2026	3	7/31/2026	
NB17	7/19/2026	-	8/1/2026	7/28/2026	7/31/2026	8/3/2026	8/3/2026	8/7/2026	1	8/14/2026	Aug
NB18	8/2/2026	-	8/15/2026	8/11/2026	8/14/2026	8/17/2026	8/17/2026	8/21/2026	2	8/28/2026	
NB19	8/16/2026	-	8/29/2026	8/25/2026	8/28/2026	8/31/2026	8/31/2026	9/3/2026	1	9/11/2026	Sep
NB20	8/30/2026	-	9/12/2026	9/8/2026	9/11/2026	9/14/2026	9/14/2026	9/18/2026	2	9/25/2026	
NB21	9/13/2026	-	9/26/2026	9/22/2026	9/25/2026	9/28/2026	9/28/2026	10/2/2026	1	10/9/2026	Oct
NB22	9/27/2026	-	10/10/2026	10/6/2026	10/9/2026	10/12/2026	10/12/2026	10/16/2026	2	10/23/2026	
NB23	10/11/2026	-	10/24/2026	10/20/2026	10/23/2026	10/26/2026	10/26/2026	10/30/2026	1	11/6/2026	Nov
NB24	10/25/2026	-	11/7/2026	11/3/2026	11/6/2026	11/9/2026	11/9/2026	11/13/2026	2	11/20/2026	
NB25	11/8/2026	-	11/21/2026	11/16/2026	11/19/2026	11/23/2026	11/23/2026	11/25/2026	1	12/4/2026	Dec
NB26	11/22/2026	-	12/5/2026	12/1/2026	12/4/2026	12/7/2026	12/7/2026	12/11/2026	2	12/18/2026	
NB27	12/6/2026	-	12/19/2026	12/8/2026	12/11/2026	12/14/2026	12/14/2026	12/17/2026	3	12/31/2026	
2027 NB1	12/20/2026	-	1/2/2027	12/18/2026	12/23/2026	1/4/2027	1/4/2027	1/8/2027	5	1/15/2027	Jan

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 payroll processing, please contact payroll.services@okstate.edu.

Winter Break Dates for Estimated Hours - December 13 thru 19

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2027 and no later than January 26, 2027. Adjustments must be submitted no later than January 12, 2027 to be reflected on the 2027 NB2 paycheck.

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