

**HUMAN RESOURCES/PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
January 1, 2022 thru December 31, 2022**

Posted to Website 12/7/21

BNR ID	Biweekly Work Period	OSU Payroll		Employee Time Entry Approved Monday NOON	Payroll Submitted to the State Friday 3:00 PM	Deducts to be Taken	Date Check Issued	Ins. Month
		Services Documents Ready to Apply By 4:00 PM						
NB1	12/12/2021 - 12/25/2021	12/15/2021		12/16/2021	12/22/2021	1	1/7/2022	Jan
NB2	12/26/2021 - 1/8/2022	1/7/2022		1/10/2022	1/13/2022	2	1/21/2022	
NB3	1/9/2022 - 1/22/2022	1/21/2022		1/24/2022	1/28/2022	1	2/4/2022	Feb
NB4	1/23/2022 - 2/5/2022	2/4/2022		2/7/2022	2/11/2022	2	2/18/2022	
NB5	2/6/2022 - 2/19/2022	2/18/2022		2/22/2022	2/25/2022	1	3/4/2022	Mar
NB6	2/20/2022 - 3/5/2022	3/4/2022		3/7/2022	3/11/2022	2	3/18/2022	
NB7	3/6/2022 - 3/19/2022	3/18/2022		3/21/2022	3/25/2022	1	4/1/2022	Apr
NB8	3/20/2022 - 4/2/2022	4/1/2022		4/4/2022	4/8/2022	2	4/15/2022	
NB9	4/3/2022 - 4/16/2022	4/15/2022		4/18/2022	4/22/2022	3	4/29/2022	
NB10	4/17/2022 - 4/30/2022	4/29/2022		5/2/2022	5/6/2022	1	5/13/2022	May
NB11	5/1/2022 - 5/14/2022	5/13/2022		5/16/2022	5/20/2022	2	5/27/2022	
NB12	5/15/2022 - 5/28/2022	5/27/2022		5/31/2022	6/3/2022	1	6/10/2022	Jun
NB13	5/29/2022 - 6/11/2022	6/10/2022		6/13/2022	6/16/2022	2	6/24/2022	
NB14	6/12/2022 - 6/25/2022	6/24/2022		6/27/2022	6/30/2022	1	7/8/2022	Jul
NB15	6/26/2022 - 7/9/2022	7/8/2022		7/11/2022	7/15/2022	2	7/22/2022	
NB16	7/10/2022 - 7/23/2022	7/22/2022		7/25/2022	7/29/2022	1	8/5/2022	Aug
NB17	7/24/2022 - 8/6/2022	8/5/2022		8/8/2022	8/12/2022	2	8/19/2022	
NB18	8/7/2022 - 8/20/2022	8/19/2022		8/22/2022	8/26/2022	1	9/2/2022	Sep
NB19	8/21/2022 - 9/3/2022	9/2/2022		9/6/2022	9/9/2022	2	9/16/2022	
NB20	9/4/2022 - 9/17/2022	9/16/2022		9/19/2022	9/23/2022	3	9/30/2022	
NB21	9/18/2022 - 10/1/2022	9/30/2022		10/3/2022	10/6/2022	1	10/14/2022	Oct
NB22	10/2/2022 - 10/15/2022	10/14/2022		10/17/2022	10/21/2022	2	10/28/2022	
NB23	10/16/2022 - 10/29/2022	10/28/2022		10/31/2022	11/3/2022	1	11/10/2022	Nov
NB24	10/30/2022 - 11/12/2022	11/10/2022		11/14/2022	11/16/2022	2	11/23/2022	
NB25	11/13/2022 - 11/26/2022	11/22/2022		11/28/2022	12/2/2022	1	12/9/2022	Dec
NB26	11/27/2022 - 12/10/2022	12/9/2022		12/12/2022	12/15/2022	2	12/22/2022	
NB1	12/11/2022 - 12/24/2022	12/15/2022		12/16/2022	12/22/2022	1	1/6/2023	Jan

Dates highlighted blue have been adjusted for holidays and weekends.

All dates are subject to change and will be communicated via email.

This schedule supersedes all previous schedules. It is subject to change during holiday periods. If you have questions about biweekly payroll processing, please email neopayroll@neo.edu.

Dates for estimated hours - December 16 thru 24

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2023 and no later than January 20, 2023. Adjustments must be submitted no later than January 3, 2023 to be reflected on the 2023 NB2 paycheck.

Date for Fiscal Year End - June 22

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.