

MONTHLY PAYROLL PROCESSING SCHEDULE
January 1, 2022 thru December 31, 2022

posted to Website 12/10/21

Pay Period	REGULAR						HOURLY						
	OSU Payroll Services Documents BNR ID	Ready to Apply by 4:00pm	Leave Approvals Due by 12:00 PM	Adjustments Due by 12:00pm	Final Payroll Due To State	Regular Payday	OSU Payroll Services Documents BNR ID	Pay Period End	Ready to Apply by 4:00pm	Timesheet Approvals Due by 12:00 PM	Adjustments Due to 12:00 PM	Final Payroll Due To State	Hourly Payday
Dec	PM12	12/10/2021	12/16/2021	12/16/2021	12/21/2021	12/30/2021	PH12	12/15/2021	12/10/2021	12/13/2021	12/15/2021	12/16/2021	12/27/2021
Jan	PM1	1/14/2022	1/18/2022	1/19/2022	1/24/2022	1/31/2022	PH1	1/15/2022	1/10/2022	1/18/2022	1/19/2022	1/20/2022	1/27/2022
Feb	PM2	2/15/2022	2/16/2022	2/17/2022	2/18/2022	2/28/2022	PH2	2/15/2022	2/10/2022	2/16/2022	2/17/2022	2/16/2022	2/25/2022
Mar	PM3	3/21/2022	3/21/2022	3/22/2022	3/24/2022	3/31/2022	PH3	3/15/2022	3/10/2022	3/15/2022	3/16/2022	3/18/2022	3/25/2022
Apr	PM4	4/15/2022	4/18/2022	4/19/2022	4/22/2022	4/29/2022	PH4	4/15/2022	4/11/2022	4/18/2022	4/18/2022	4/20/2022	4/27/2022
May	PM5	5/13/2022	5/16/2022	5/17/2022	5/23/2022	5/31/2022	PH5	5/15/2022	5/10/2022	5/16/2022	5/17/2022	5/20/2022	5/27/2022
Jun	PM6	6/15/2022	6/16/2022	6/17/2022	6/22/2022	6/30/2022	PH6	6/15/2022	6/10/2022	6/16/2022	6/16/2022	6/17/2022	6/27/2022
Jul	PM7	7/15/2022	7/18/2022	7/19/2022	7/22/2022	7/29/2022	PH7	7/15/2022	7/11/2022	7/18/2022	7/18/2022	7/20/2022	7/27/2022
Aug	PM8	8/15/2022	8/16/2022	8/17/2022	8/24/2022	8/31/2022	PH8	8/15/2022	8/10/2022	8/16/2022	8/17/2022	8/18/2022	8/26/2022
Sep	PM9	9/15/2022	9/16/2022	9/19/2022	9/23/2022	9/30/2022	PH9	9/15/2022	9/12/2022	9/16/2022	9/19/2022	9/20/2022	9/27/2022
Oct	PM10	10/14/2022	10/17/2022	10/18/2022	10/24/2022	10/31/2022	PH10	10/15/2022	10/10/2022	10/17/2022	10/17/2022	10/20/2022	10/27/2022
Nov	PM11	11/15/2022	11/16/2022	11/17/2022	11/21/2022	11/30/2022	PH11	11/15/2022	11/10/2022	11/16/2022	11/17/2022	11/16/2022	11/23/2022
Dec	PM12	12/9/2022	12/12/2022	12/12/2022	12/20/2022	12/29/2022	PH12	12/15/2022	12/7/2022	12/8/2022	12/8/2022	12/16/2022	12/23/2022

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 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.

Dates for MONTHLY estimated leave - December 13 thru 15

Dates for HOURLY estimated time - December 7 thru 15

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