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

Posted to Website December 20, 2022

Pay Period	BNR ID	REGULAR Paper ENPs EPAFs Ready to Apply by 4:00 PM	Leave Reports Due by 10:00 AM	Leave Approvals Due by NOON	Final Payroll to the State 3:00 PM	Regular Payday	BNR ID	SUPPLEMENTAL Paper ENPs EPAFs Ready to Apply by 4:00 PM	Final Payroll to the State 3:00 PM	Supp'l Payday
Jun	JM6	6/15/2023	6/16/2023	6/16/2023	6/21/2023	6/30/2023	JX7	6/28/2023	7/5/2023	7/12/2023
Jul	JM7	7/14/2023	7/17/2023	7/17/2023	7/24/2023	7/31/2023	JX8	7/28/2023	8/3/2023	8/11/2023
Aug	JM8	8/15/2023	8/16/2023	8/16/2023	8/24/2023	8/31/2023	JX9	8/29/2023	9/5/2023	9/12/2023
Sep	JM9	9/15/2023	9/18/2023	9/18/2023	9/22/2023	9/29/2023	JX10	9/28/2023	10/5/2023	10/12/2023
Oct	JM10	10/13/2023	10/16/2023	10/16/2023	10/24/2023	10/31/2023	JX11	10/30/2023	11/6/2023	11/13/2023
Nov	JM11	11/15/2023	11/16/2023	11/16/2023	11/21/2023	11/30/2023	JX12	11/28/2023	12/5/2023	12/12/2023
Dec	JM12	12/8/2023	12/11/2023	12/11/2023	12/14/2023	12/21/2023	JX1	12/21/2023	1/5/2024	1/12/2024
Jan	JM1	1/16/2024	1/17/2024	1/17/2024	1/24/2024	1/31/2024	JX2	1/29/2024	2/5/2024	2/12/2024

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 payroll.services@okstate.edu.

Monthly non-exempt (J E-Class) will defer submission of the JB1 MNE leave reports until January 9, 2024
Dates for estimated leave for monthly exempt - December 11 thru 15

Estimated hours must be adjusted for actual hours worked as soon as possible after January 3, 2024 and no later than January 31, 2024.
Adjustments must be submitted no later than January 16, 2024 to be reflected on the 2024 January JM1 paycheck.

The earliest effective date for Board forms is Monday after the Board meeting.
If Board forms do not meet Payroll schedules, they will be processed the following month.
If you have questions about Board processing, please call Academic Affairs (405) 744-5627

    (a) **ENP**   Exception to Normal Pay (paper)
    (b) **EPAF**   Electronic Personnel Action Form