

**HUMAN RESOURCES/PAYROLL SERVICES  
MONTHLY PAYROLL PROCESSING SCHEDULE**

July 1, 2021 thru December 31, 2021

**Posted to Website November 15, 2021**

Pay Period	REGULAR						SUPPLEMENTAL			
	BNR ID	Paper ENPs Ready to Apply by 5:00pm	Leave Reports Due by 10:00am	Leave Approvals Due by 12:00pm	Final Payroll in CORE	Regular Payday	BNR ID	Paper ENPs Ready to Apply by 5:00pm	Final Payroll in CORE	Supp'l Payday
Jun	JM6	6/15/2021	6/16/2021	6/16/2021	6/23/2021	6/30/2021	JX7	6/30/2021	7/2/2021	7/12/2021
Jul	JM7	7/15/2021	7/16/2021	7/16/2021	7/23/2021	7/30/2021	JX8	7/30/2021	8/5/2021	8/12/2021
Aug	JM8	8/13/2021	8/16/2021	8/16/2021	8/24/2021	8/31/2021	JX9	8/30/2021	9/2/2021	9/10/2021
Sep	JM9	9/15/2021	9/16/2021	9/16/2021	9/23/2021	9/30/2021	JX10	9/30/2021	10/4/2021	10/12/2021
Oct	JM10	10/15/2021	10/18/2021	10/18/2021	10/22/2021	10/29/2021	JX11	10/29/2021	11/4/2021	11/12/2021
Nov	JM11	11/15/2021	11/16/2021	11/16/2021	11/22/2021	11/30/2021	JX12	11/30/2021	12/3/2021	12/10/2021
Dec	JM12	12/10/2021	12/13/2021	12/13/2021	12/17/2021	12/22/2021	JX1	12/22/2021	1/5/2022	1/12/2022
Jan 22	JM1	1/14/2022	1/18/2022	1/18/2022	1/24/2022	1/31/2021	JX2	1/31/2022	2/4/2022	02/12/2021

**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 10, 2022**

**Dates for estimated leave for monthly exempt - December 13 thru 15**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2021 and no later than January 31, 2021. Adjustments must be submitted no later than January 14, 2022 to be reflected on the 2021 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