

**OSU PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
July 1, 2024 thru December 31, 2024**

| Posted to Website October 5, 2023 | | | | | | | | | | | | |
|-----------------------------------|----------------------|--------------|--|-------------------------------|--------------------------------------|---------------------------------|----------------|---------------------------------------|---------------------|-------------------|------------|--|
| BNR ID | Biweekly Work Period | | PPA (a) | EPAFs (c) | Employee | Employee | 3rd Party Time | Payroll | Deducts to be Taken | Date Check Issued | Ins. Month | |
| | | | Adjustment Form ENPs (b) Tuesday 5:00 PM | Ready to Apply Friday 4:00 PM | Time Entry Submitted Monday 10:00 AM | Time Entry Approved Monday NOON | | Submitted to the State Friday 3:00 PM | | | | |
| JB13 | 5/26/2024 | - 6/8/2024 | 6/4/2024 | 6/7/2024 | 6/10/2024 | 6/10/2024 | 6/11/2024 | 6/14/2024 | 2 | 6/21/2024 | Jun | |
| JB14 | 6/9/2024 | - 6/22/2024 | 6/18/2024 | 6/21/2024 | 6/24/2024 | 6/24/2024 | 6/25/2024 | 6/28/2024 | 1 | 7/5/2024 | Jul | |
| JB15 | 6/23/2024 | - 7/6/2024 | 7/2/2024 | 7/5/2024 | 7/8/2024 | 7/8/2024 | 7/9/2024 | 7/12/2024 | 2 | 7/19/2024 | | |
| JB16 | 7/7/2024 | - 7/20/2024 | 7/16/2024 | 7/19/2024 | 7/22/2024 | 7/22/2024 | 7/23/2024 | 7/26/2024 | 1 | 8/2/2024 | Aug | |
| JB17 | 7/21/2024 | - 8/3/2024 | 7/30/2024 | 8/2/2024 | 8/5/2024 | 8/5/2024 | 8/6/2024 | 8/9/2024 | 2 | 8/16/2024 | | |
| JB18 | 8/4/2024 | - 8/17/2024 | 8/13/2024 | 8/16/2024 | 8/19/2024 | 8/19/2024 | 8/20/2024 | 8/23/2024 | 3 | 8/30/2024 | | |
| JB19 | 8/18/2024 | - 8/31/2024 | 8/27/2024 | 8/30/2024 | 9/3/2024 | 9/3/2024 | 9/3/2024 | 9/6/2024 | 1 | 9/13/2024 | Sep | |
| JB20 | 9/1/2024 | - 9/14/2024 | 9/10/2024 | 9/13/2024 | 9/16/2024 | 9/16/2024 | 9/17/2024 | 9/20/2024 | 2 | 9/27/2024 | | |
| JB21 | 9/15/2024 | - 9/28/2024 | 9/24/2024 | 9/27/2024 | 9/30/2024 | 9/30/2024 | 10/1/2024 | 10/4/2024 | 1 | 10/11/2024 | Oct | |
| JB22 | 9/29/2024 | - 10/12/2024 | 10/8/2024 | 10/11/2024 | 10/14/2024 | 10/14/2024 | 10/15/2024 | 10/18/2024 | 2 | 10/25/2024 | | |
| JB23 | 10/13/2024 | - 10/26/2024 | 10/22/2024 | 10/25/2024 | 10/28/2024 | 10/28/2024 | 10/29/2024 | 11/1/2024 | 1 | 11/8/2024 | Nov | |
| JB24 | 10/27/2024 | - 11/9/2024 | 11/5/2024 | 11/8/2024 | 11/11/2024 | 11/11/2024 | 11/12/2024 | 11/15/2024 | 2 | 11/22/2024 | | |
| JB25 | 11/10/2024 | - 11/23/2024 | 11/18/2024 | 11/21/2024 | 11/25/2024 | 11/25/2024 | 11/25/2024 | 11/27/2024 | 1 | 12/6/2024 | Dec | |
| JB26 | 11/24/2024 | - 12/7/2024 | 12/3/2024 | 12/6/2024 | 12/9/2024 | 12/9/2024 | 12/10/2024 | 12/13/2024 | 2 | 12/20/2024 | | |
| 2025 | | | | | | | | | | | | |
| JB1 | 12/8/2024 | - 12/21/2024 | 12/10/2024 | 12/13/2024 | 12/16/2024 | 12/16/2024 | 12/17/2024 | 12/20/2024 | 1 | 1/3/2025 | | |

Dates highlighted blue have been adjusted for holidays

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 biweekly payroll processing, please email payroll.services@okstate.edu.

Dates for estimated hours - December 15 thru 21

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2025 and no later than January 14, 2025. Adjustments must be submitted no later than January 3, 2025 to be reflected on the 2025 JB2 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 Credit Union, 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
 (c) **EPAF** Electronic Personnel Action Form