

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

Posted to Website September 26, 2024

BNR ID	Biweekly Work Period	PPA (a)	EPAFs (c) Ready to Apply	Employee Time Entry Submitted	Employee Time Entry Approved	3rd Party Time	Payroll		Date Check Issued	Ins. Month
		Adjustment Form ENPs (b) Tuesday 5:00 PM					Friday 4:00 PM	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	7/8/2024	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	12/16/2024	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