

**OSU PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
January 1, 2025 thru June 30, 2025**

| Posted to Website October 31, 2024 | | | | | | | | | | | |
|------------------------------------|------------------------|--|-------------------------------|--------------------------------------|---------------------------------|-----------------------|---------------------------------------|---|---------------------|------------|------------|
| BNR ID | Biweekly Work Period | PPA (a) | EPAFs (c) | Employee | Employee | 3rd Party | Payroll | | Deducts to be Taken | Payday | 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 | Time Tuesday 10:00 AM | Submitted to the State Friday 3:00 PM | | | | |
| 2024 | | | | | | | | | | | |
| 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 | Dec |
| 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 | Jan |
| JB2 | 12/22/2024 - 1/4/2025 | 12/31/2024 | 1/3/2025 | 1/6/2025 | 1/6/2025 | 1/7/2025 | 1/10/2025 | 2 | | 1/17/2025 | |
| JB3 | 1/5/2025 - 1/18/2025 | 1/14/2025 | 1/17/2025 | 1/21/2025 | 1/21/2025 | 1/21/2025 | 1/24/2025 | 3 | | 1/31/2025 | |
| JB4 | 1/19/2025 - 2/1/2025 | 1/28/2025 | 1/31/2025 | 2/3/2025 | 2/3/2025 | 2/4/2025 | 2/7/2025 | 1 | | 2/14/2025 | Feb |
| JB5 | 2/2/2025 - 2/15/2025 | 2/11/2025 | 2/14/2025 | 2/17/2025 | 2/17/2025 | 2/18/2025 | 2/21/2025 | 2 | | 2/28/2025 | |
| JB6 | 2/16/2025 - 3/1/2025 | 2/25/2025 | 2/28/2025 | 3/3/2025 | 3/3/2025 | 3/4/2025 | 3/7/2025 | 1 | | 3/14/2025 | Mar |
| JB7 | 3/2/2025 - 3/15/2025 | 3/11/2025 | 3/14/2025 | 3/17/2025 | 3/17/2025 | 3/18/2025 | 3/21/2025 | 2 | | 3/28/2025 | |
| JB8 | 3/16/2025 - 3/29/2025 | 3/25/2025 | 3/28/2025 | 3/31/2025 | 3/31/2025 | 4/1/2025 | 4/4/2025 | 1 | | 4/11/2025 | Apr |
| JB9 | 3/30/2025 - 4/12/2025 | 4/8/2025 | 4/11/2025 | 4/14/2025 | 4/14/2025 | 4/15/2025 | 4/18/2025 | 2 | | 4/25/2025 | |
| JB10 | 4/13/2025 - 4/26/2025 | 4/22/2025 | 4/25/2025 | 4/28/2025 | 4/28/2025 | 4/29/2025 | 5/2/2025 | 1 | | 5/9/2025 | May |
| JB11 | 4/27/2025 - 5/10/2025 | 5/6/2025 | 5/9/2025 | 5/12/2025 | 5/12/2025 | 5/13/2025 | 5/16/2025 | 2 | | 5/23/2025 | |
| JB12 | 5/11/2025 - 5/24/2025 | 5/20/2025 | 5/23/2025 | 5/27/2025 | 5/27/2025 | 5/27/2025 | 5/30/2025 | 1 | | 6/6/2025 | Jun |
| JB13 | 5/25/2025 - 6/7/2025 | 6/3/2025 | 6/6/2025 | 6/9/2025 | 6/9/2025 | 6/10/2025 | 6/13/2025 | 2 | | 6/20/2025 | |
| JB14 | 6/8/2025 - 6/21/2025 | 6/17/2025 | 6/20/2025 | 6/23/2025 | 6/23/2025 | 6/24/2025 | 6/26/2025 | 1 | | 7/3/2025 | Jul |

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.

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