

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

**Posted to Website November 26, 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	1/2/2025	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