

**OSU PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
July 1, 2025 thru December 31, 2025**

Posted to Website October 31, 2024											
BNR ID	Biweekly Work Period	PPA (a) Adjustment Form ENPs (b) Tuesday 5:00 PM	EPAFs (c) Ready to Apply Friday 4:00 PM	Employee Time Entry Submitted Monday 10:00 AM	Employee Time Entry Approved Monday NOON	3rd Party Time Tuesday 10:00 AM	Payroll Submitted to the State Friday 3:00 PM	Deducts to be Taken	Date Check Issued	Ins. Month	
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	Jun	
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	
JB15	6/22/2025 - 7/5/2025	7/1/2025	7/3/2025	7/7/2025	7/7/2025	7/8/2025	7/11/2025	2	7/18/2025		
JB16	7/6/2025 - 7/19/2025	7/15/2025	7/18/2025	7/21/2025	7/21/2025	7/22/2025	7/25/2025	1	8/1/2025	Aug	
JB17	7/20/2025 - 8/2/2025	7/29/2025	8/1/2025	8/4/2025	8/4/2025	8/5/2025	8/8/2025	2	8/15/2025		
JB18	8/3/2025 - 8/16/2025	8/12/2025	8/15/2025	8/18/2025	8/18/2025	8/19/2025	8/22/2025	3	8/29/2025		
JB19	8/17/2025 - 8/30/2025	8/26/2025	8/29/2025	9/2/2025	9/2/2025	9/2/2025	9/5/2025	1	9/12/2025	Sep	
JB20	8/31/2025 - 9/13/2025	9/9/2025	9/12/2025	9/15/2025	9/15/2025	9/16/2025	9/19/2025	2	9/26/2025		
JB21	9/14/2025 - 9/27/2025	9/23/2025	9/26/2025	9/29/2025	9/29/2025	9/30/2025	10/3/2025	1	10/10/2025	Oct	
JB22	9/28/2025 - 10/11/2025	10/7/2025	10/10/2025	10/13/2025	10/13/2025	10/14/2025	10/17/2025	2	10/24/2025		
JB23	10/12/2025 - 10/25/2025	10/21/2025	10/24/2025	10/27/2025	10/27/2025	10/28/2025	10/31/2025	1	11/7/2025	Nov	
JB24	10/26/2025 - 11/8/2025	11/4/2025	11/7/2025	11/10/2025	11/10/2025	11/11/2025	11/14/2025	2	11/21/2025		
JB25	11/9/2025 - 11/22/2025	11/18/2025	11/21/2025	11/24/2025	11/24/2025	11/25/2025	11/26/2025	1	12/5/2025	Dec	
JB26	11/23/2025 - 12/6/2025	12/2/2025	12/5/2025	12/8/2025	12/8/2025	12/9/2025	12/12/2025	2	12/19/2025		
2026											
JB1	12/7/2025 - 12/20/2025	12/9/2025	12/12/2025	12/15/2025	12/15/2025	12/16/2025	12/19/2025	1	1/2/2026		

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 14 thru 20

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2026 and no later than January 13, 2026. Adjustments must be submitted no later than January 5, 2026 to be reflected on the 2026 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