

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

**Posted to Website November 6, 2025**

| BNR ID      | Biweekly Work Period    | PPA (a)<br>Adjustment Form<br>ENPs (b)<br>Tuesday<br>5:00 PM | EPAFs (c)<br>Ready to Apply<br>Friday<br>4:00 PM | Employee Time Entry<br>Submitted<br>Monday<br>10:00 AM | Employee Time Entry<br>Approved<br>Monday<br>NOON | 3rd Party Time<br>Tuesday<br>10:00 AM | Payroll Submitted to the State<br>Friday<br>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                                                   | 11/20/2025                                       | 11/24/2025                                             | 11/24/2025                                        | 11/24/2025                            | 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<br>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          |            |
| 2026<br>JB2 | 12/21/2025 - 1/3/2026   | 12/15/2025                                                   | 12/18/2025                                       | 12/19/2025                                             | 12/19/2025                                        | 1/5/2026                              | 1/9/2026                                            | 2                   | 1/16/2026         |            |

**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 (JB1) and December 21 thru January 3 (JB2)**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 5, 2026 and no later than January 13, 2026. Adjustments must be submitted no later than January 13, 2026 to be reflected on the 2026 JB3 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