

**HUMAN RESOURCES/PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
January 1, 2021 thru June 30, 2021
Posted to payroll.okstate.edu 12/8/20**

BNR ID	Biweekly Work Period	PPA (a)	EPAFs (c)	Employee	Employee	3rd Party	Payroll	Deducts to be Taken	Date Check Issued	Ins. Month
		Adjustment Form ENPs (b) Tuesday 5:00 PM	Ready to Apply Friday 5:00 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			
JB1	12/13/2020 - 12/26/2020	12/11/2020	12/16/2020	12/17/2020	12/17/2020	12/18/2020	12/23/2020	1	1/8/2021	Jan
JB2	12/27/2020 - 1/9/2021	1/5/2021	1/8/2021	1/11/2021	1/11/2021	1/12/2021	1/14/2021	2	1/22/2021	
JB3	1/10/2021 - 1/23/2021	1/19/2021	1/22/2021	1/25/2021	1/25/2021	1/26/2021	1/29/2021	1	2/5/2021	Feb
JB4	1/24/2021 - 2/6/2021	2/2/2021	2/5/2021	2/8/2021	2/8/2021	2/9/2021	2/12/2021	2	2/19/2021	
JB5	2/7/2021 - 2/20/2021	2/16/2021	2/19/2021	2/22/2021	2/22/2021	2/23/2021	2/26/2021	1	3/5/2021	Mar
JB6	2/21/2021 - 3/6/2021	3/2/2021	3/5/2021	3/8/2021	3/8/2021	3/9/2021	3/12/2021	2	3/19/2021	
JB7	3/7/2021 - 3/20/2021	3/16/2021	3/19/2021	3/22/2021	3/22/2021	3/23/2021	3/26/2021	1	4/2/2021	Apr
JB8	3/21/2021 - 4/3/2021	3/30/2021	4/2/2021	4/5/2021	4/5/2021	4/6/2021	4/9/2021	2	4/16/2021	
JB9	4/4/2021 - 4/17/2021	4/13/2021	4/16/2021	4/19/2021	4/19/2021	4/20/2021	4/23/2021	3	4/30/2021	
JB10	4/18/2021 - 5/1/2021	4/27/2021	4/30/2021	5/3/2021	5/3/2021	5/4/2021	5/7/2021	1	5/14/2021	May
JB11	5/2/2021 - 5/15/2021	5/11/2021	5/14/2021	5/17/2021	5/17/2021	5/18/2021	5/21/2021	2	5/28/2021	
JB12	5/16/2021 - 5/29/2021	5/25/2021	5/28/2021	6/1/2021	6/1/2021	6/2/2021	6/4/2021	1	6/11/2021	Jun
JB13	5/30/2021 - 6/12/2021	6/8/2021	6/11/2021	6/14/2021	6/14/2021	6/15/2021	6/18/2021	2	6/25/2021	

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

**Dates for estimated hours
December 13 thru 26**