

**HUMAN RESOURCES/PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
January 1, 2020 through June 30, 2020**

Posted to Website December 11, 2019

| BNR ID | Biweekly Work Period | ###PPA Adjustment Form | | ##EPAFs Ready to Apply | Employee Time Entry Submitted | Employee Time Entry Approved | 3rd Party Time | Payroll Submitted to the State | Deducts to be Taken | Date Check Issued | Ins. Month |
|--------|-----------------------|------------------------|----------------|------------------------|-------------------------------|------------------------------|----------------|--------------------------------|---------------------|-------------------|------------|
| | | Tuesday 5:00 PM | Friday 5:00 PM | | | | | | | | |
| JB1 | 12/15/2019 12/28/2019 | 12/10/2019 | 12/13/2019 | 12/16/2019 | 12/16/2019 | 12/17/2019 | 12/19/2019 | 1 | 1/10/2020 | Jan | |
| JB2 | 12/29/2019 1/11/2020 | 1/7/2020 | 1/10/2020 | 1/13/2020 | 1/13/2020 | 1/14/2020 | 1/16/2020 | 2 | 1/24/2020 | Jan | |
| JB3 | 1/12/2020 1/25/2020 | 1/21/2020 | 1/24/2020 | 1/27/2020 | 1/27/2020 | 1/28/2020 | 1/30/2020 | 1 | 2/7/2020 | Feb | |
| JB4 | 1/26/2020 2/8/2020 | 2/4/2020 | 2/7/2020 | 2/10/2020 | 2/10/2020 | 2/11/2020 | 2/13/2020 | 2 | 2/21/2020 | Feb | |
| JB5 | 2/9/2020 2/22/2020 | 2/18/2020 | 2/21/2020 | 2/24/2020 | 2/24/2020 | 2/25/2020 | 2/27/2020 | 1 | 3/6/2020 | Mar | |
| JB6 | 2/23/2020 3/7/2020 | 3/3/2020 | 3/6/2020 | 3/9/2020 | 3/9/2020 | 3/10/2020 | 3/12/2020 | 2 | 3/20/2020 | Mar | |
| JB7 | 3/8/2020 3/21/2020 | 3/17/2020 | 3/20/2020 | 3/23/2020 | 3/23/2020 | 3/24/2020 | 3/26/2020 | 1 | 4/3/2020 | Apr | |
| JB8 | 3/22/2020 4/4/2020 | 3/31/2020 | 4/3/2020 | 4/6/2020 | 4/6/2020 | 4/7/2020 | 4/9/2020 | 2 | 4/17/2020 | Apr | |
| JB9 | 4/5/2020 4/18/2020 | 4/14/2020 | 4/17/2020 | 4/20/2020 | 4/20/2020 | 4/21/2020 | 4/23/2020 | 1 | 5/1/2020 | May | |
| JB10 | 4/19/2020 5/2/2020 | 4/28/2020 | 5/1/2020 | 5/4/2020 | 5/4/2020 | 5/5/2020 | 5/7/2020 | 2 | 5/15/2020 | May | |
| JB11 | 5/3/2020 5/16/2020 | 5/12/2020 | 5/15/2020 | 5/18/2020 | 5/18/2020 | 5/19/2020 | 5/21/2020 | 3 | 5/29/2020 | May | |
| JB12 | 5/17/2020 5/30/2020 | 5/26/2020 | 5/29/2020 | 6/1/2020 | 6/1/2020 | 6/2/2020 | 6/4/2020 | 1 | 6/12/2020 | Jun | |
| JB13 | 5/31/2020 6/13/2020 | 6/9/2020 | 6/12/2020 | 6/15/2020 | 6/15/2020 | 6/16/2020 | 6/18/2020 | 2 | 6/26/2020 | Jun | |

*** THESE DATES ARE EXCEPTIONS TO THE NORMAL SCHEDULE**

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 contact Tammie Lowe in OSU Payroll Services at 744-8497.

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, retirement retirement contributions, long-term disability, and the bursar will be processed.

#ENP Exception to Normal Pay
##EPAF Electronic Personnel Action Form
###PPA Biweekly Prior Period Hours & Leave Adjustment form

**Dates for estimated hours
December 15 thru 28**