

**HUMAN RESOURCES/PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE**

July through December 2020

Posted to Website September 30, 2020

BNR ID	Biweekly Work Period		###PPA	##EPAFs	Employee	Employee	3rd Party	Payroll	Deducts to be Taken	Date Check Issued	Ins. Month
			Adjustment Form #ENPs 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			
JB14	6/14/2020	6/27/2020	6/23/2020	6/26/2020	6/29/2020	6/29/2020	6/30/2020	7/2/2020	1	7/10/2020	Jul
JB15	6/28/2020	7/11/2020	7/7/2020	7/10/2020	7/13/2020	7/13/2020	7/14/2020	7/17/2020	2	7/24/2020	
JB16	7/12/2020	7/25/2020	7/21/2020	7/24/2020	7/27/2020	7/27/2020	7/28/2020	7/31/2020	1	8/7/2020	Aug
JB17	7/26/2020	8/8/2020	8/4/2020	8/7/2020	8/10/2020	8/10/2020	8/11/2020	8/14/2020	2	8/21/2020	
JB18	8/9/2020	8/22/2020	8/18/2020	8/21/2020	8/24/2020	8/24/2020	8/25/2020	8/28/2020	1	9/4/2020	Sep
JB19	8/23/2020	9/5/2020	9/1/2020	9/4/2020	9/8/2020	9/8/2020	9/9/2020	9/11/2020	2	9/18/2020	
JB20	9/6/2020	9/19/2020	9/15/2020	9/18/2020	9/21/2020	9/21/2020	9/22/2020	9/25/2020	1	10/2/2020	Oct
JB21	9/20/2020	10/3/2020	9/29/2020	10/2/2020	10/5/2020	10/5/2020	10/6/2020	10/8/2020	2	10/16/2020	
JB22	10/4/2020	10/17/2020	10/13/2020	10/16/2020	10/19/2020	10/19/2020	10/20/2020	10/23/2020	3	10/30/2020	
JB23	10/18/2020	10/31/2020	10/27/2020	10/30/2020	11/2/2020	11/2/2020	11/3/2020	11/5/2020	1	11/13/2020	NOV
JB24	11/1/2020	11/14/2020	11/10/2020	11/13/2020	11/16/2020	11/16/2020	11/17/2020	11/20/2020	2	11/25/2020	
JB25	11/15/2020	11/28/2020	11/20/2020	11/25/2020	11/30/2020	11/30/2020	12/1/2020	12/4/2020	1	12/11/2020	Dec
JB26	11/29/2020	12/12/2020	12/8/2020	12/11/2020	12/14/2020	12/14/2020	12/15/2020	12/18/2020	2	12/23/2020	

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
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*** 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 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, OK College Savings Plan, and Foundation.
- (3) Only deductions for retirement contributions excluding 403b and 457b, medical reimbursement, dependent care, 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 13-26 (2021 JB1)**