

HUMAN RESOURCES/PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
July 1, 2021 thru December 31, 2021
Posted to payroll.okstate.edu 4/7/21

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)	Ready to Apply	Time Entry Submitted	Time Entry Approved	Time	Submitted to the State			
		Tuesday 5:00 PM	Friday 5:00 PM	Monday 10:00 AM	Monday NOON	Tuesday 10:00 AM	Friday 3:00 PM			
JB14	6/13/2021 - 6/26/2021	6/22/2021	6/25/2021	6/28/2021	6/28/2021	6/29/2021	7/1/2021	1	7/9/2021	Jul
JB15	6/27/2021 - 7/10/2021	7/6/2021	7/9/2021	7/12/2021	7/12/2021	7/13/2021	7/16/2021	2	7/23/2021	
JB16	7/11/2021 - 7/24/2021	7/20/2021	7/23/2021	7/26/2021	7/26/2021	7/27/2021	7/30/2021	1	8/6/2021	Aug
JB17	7/25/2021 - 8/7/2021	8/3/2021	8/6/2021	8/9/2021	8/9/2021	8/10/2021	8/13/2021	2	8/20/2021	
JB18	8/8/2021 - 8/21/2021	8/17/2021	8/20/2021	8/23/2021	8/23/2021	8/24/2021	8/27/2021	1	9/3/2021	Sep
JB19	8/22/2021 - 9/4/2021	8/31/2021	9/3/2021	9/7/2021	9/7/2021	9/8/2021	9/10/2021	2	9/17/2021	
JB20	9/5/2021 - 9/18/2021	9/14/2021	9/17/2021	9/20/2021	9/20/2021	9/21/2021	9/24/2021	1	10/1/2021	Oct
JB21	9/19/2021 - 10/2/2021	9/28/2021	10/1/2021	10/4/2021	10/4/2021	10/5/2021	10/8/2021	2	10/15/2021	
JB22	10/3/2021 - 10/16/2021	10/12/2021	10/15/2021	10/18/2021	10/18/2021	10/19/2021	10/22/2021	3	10/29/2021	
JB23	10/17/2021 - 10/30/2021	10/26/2021	10/29/2021	11/1/2021	11/1/2021	11/2/2021	11/5/2021	1	11/12/2021	Nov
JB24	10/31/2021 - 11/13/2021	11/9/2021	11/12/2021	11/15/2021	11/15/2021	11/16/2021	11/19/2021	2	11/24/2021	
JB25	11/14/2021 - 11/27/2021	11/19/2021	11/24/2021	11/29/2021	11/29/2021	11/30/2021	12/3/2021	1	12/10/2021	Dec
JB26	11/28/2021 - 12/11/2021	12/7/2021	12/10/2021	12/13/2021	12/13/2021	12/14/2021	12/17/2021	2	12/22/2021	
JB1	12/12/2021 - 12/25/2021	12/10/2021	12/15/2021	12/16/2021	12/16/2021	12/17/2021	12/22/2021	1	1/7/2022	Jan

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, and December dates should not be considered final. 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
JB1 - December 12 thru 25 2021