

**OSU PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
January 1, 2024 thru June 30, 2024**

Posted to Website December 6, 2023											
BNR ID	Biweekly Work Period	PPA (a)	EPAFs (c)	Employee	Employee	3rd Party Time	Payroll		Deducts to be Taken	Payday	Ins. Month
		Adjustment Form ENPs (b) Tuesday 5:00 PM	Ready to Apply Friday 4:00 PM	Time Entry Submitted Monday 10:00 AM	Time Entry Approved Monday NOON		Submitted to the State Friday 3:00 PM				
2023											
JB26	11/26/2023 - 12/9/2023	12/5/2023	12/8/2023	12/11/2023	12/11/2023	12/12/2023	12/14/2023	2		12/21/2023	Dec
JB1	12/10/2023 - 12/23/2023	12/12/2023	12/15/2023	12/18/2023	12/18/2023	12/18/2023	12/21/2023	1		1/5/2024	Jan
JB2	12/24/2023 - 1/6/2024	1/2/2024	1/5/2024	1/8/2024	1/8/2024	1/9/2024	1/12/2024	2		1/19/2024	
JB3	1/7/2024 - 1/20/2024	1/16/2024	1/19/2024	1/22/2024	1/22/2024	1/23/2024	1/26/2024	1		2/2/2024	Feb
JB4	1/21/2024 - 2/3/2024	1/30/2024	2/2/2024	2/5/2024	2/5/2024	2/6/2024	2/9/2024	2		2/16/2024	
JB5	2/4/2024 - 2/17/2024	2/13/2024	2/16/2024	2/19/2024	2/19/2024	2/20/2024	2/23/2024	1		3/1/2024	Mar
JB6	2/18/2024 - 3/2/2024	2/27/2024	3/1/2024	3/4/2024	3/4/2024	3/5/2024	3/8/2024	2		3/15/2024	
JB7	3/3/2024 - 3/16/2024	3/12/2024	3/15/2024	3/18/2024	3/18/2024	3/19/2024	3/22/2024	3		3/29/2024	
JB8	3/17/2024 - 3/30/2024	3/26/2024	3/29/2024	4/1/2024	4/1/2024	4/2/2024	4/5/2024	1		4/12/2024	Apr
JB9	3/31/2024 - 4/13/2024	4/9/2024	4/12/2024	4/15/2024	4/15/2024	4/16/2024	4/19/2024	2		4/26/2024	
JB10	4/14/2024 - 4/27/2024	4/23/2024	4/26/2024	4/29/2024	4/29/2024	4/30/2024	5/3/2024	1		5/10/2024	May
JB11	4/28/2024 - 5/11/2024	5/7/2024	5/10/2024	5/13/2024	5/13/2024	5/14/2024	5/17/2024	2		5/24/2024	
JB12	5/12/2024 - 5/25/2024	5/21/2024	5/24/2024	5/28/2024	5/28/2024	5/28/2024	5/31/2024	1		6/7/2024	Jun
JB13	5/26/2024 - 6/8/2024	6/4/2024	6/7/2024	6/10/2024	6/10/2024	6/11/2024	6/14/2024	2		6/21/2024	
JB14	6/9/2024 - 6/22/2024	6/18/2024	6/21/2024	6/24/2024	6/24/2024	6/25/2024	6/28/2024	1		7/5/2024	Jul

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.

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