

**HUMAN RESOURCES/PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
January 1, 2023 thru June 30, 2023**

Posted to Website December 20, 2023

BNR ID	Biweekly Work Period	PPA (a)	EPAFs (c)	Employee	Employee	3rd Party	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	Time Tuesday 10:00 AM	Submitted to the State Friday 3:00 PM			
JB1	12/11/2022 - 12/24/2022	12/12/2022	12/15/2022	12/16/2022	12/16/2022	12/19/2022	12/21/2023	2	1/6/2023	
JB2	12/25/2022 - 1/7/2023	1/3/2023	1/6/2023	1/9/2023	1/9/2023	1/10/2023	1/12/2023	3	1/20/2023	
JB3	1/8/2023 - 1/21/2023	1/17/2023	1/20/2023	1/23/2023	1/23/2023	1/24/2023	1/27/2023	1	2/3/2023	Feb
JB4	1/22/2023 - 2/4/2023	1/31/2023	2/3/2023	2/6/2023	2/6/2023	2/7/2023	2/10/2023	2	2/17/2023	
JB5	2/5/2023 - 2/18/2023	2/14/2023	2/17/2023	2/20/2023	2/20/2023	2/20/2023	2/24/2023	1	3/3/2023	Mar
JB6	2/19/2023 - 3/4/2023	2/28/2023	3/3/2023	3/6/2023	3/6/2023	3/7/2023	3/10/2023	2	3/17/2023	
JB7	3/5/2023 - 3/18/2023	3/14/2023	3/17/2023	3/20/2023	3/20/2023	3/21/2023	3/24/2023	1	3/31/2023	Mar
JB8	3/19/2023 - 4/1/2023	3/28/2023	3/31/2023	4/3/2023	4/3/2023	4/4/2023	4/7/2023	2	4/14/2023	
JB9	4/2/2023 - 4/15/2023	4/11/2023	4/14/2023	4/17/2023	4/17/2023	4/18/2023	4/21/2023	1	4/28/2023	Apr
JB10	4/16/2023 - 4/29/2023	4/25/2023	4/28/2023	5/1/2023	5/1/2023	5/2/2023	5/5/2023	2	5/12/2023	
JB11	4/30/2023 - 5/13/2023	5/9/2023	5/12/2023	5/15/2023	5/15/2023	5/16/2023	5/19/2023	3	5/26/2023	
JB12	5/14/2023 - 5/27/2023	5/23/2023	5/26/2023	5/30/2023	5/30/2023	5/31/2023	6/2/2023	1	6/9/2023	Jun
JB13	5/28/2023 - 6/10/2023	6/6/2023	6/9/2023	6/12/2023	6/12/2023	6/13/2023	6/15/2023	2	6/23/2023	
JB14	6/11/2023 - 6/24/2023	6/20/2023	6/23/2023	6/26/2023	6/26/2023	6/27/2023	6/29/2023	1	7/7/2023	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