

**HUMAN RESOURCES/PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
July 1, 2023 thru December 31, 2023**

Posted to Website December 20, 2023

BNR ID	Biweekly Work Period	PPA (a)	EPAFs (c)	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
		Adjustment Form ENPs (b) Tuesday 5:00 PM	Ready to Apply Friday 4:00 PM	Monday 10:00 AM	Monday NOON	Tuesday 10:00 AM	Friday 3:00 PM			
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
JB15	6/25/2023 - 7/8/2023	7/3/2023	7/7/2023	7/10/2023	7/10/2023	7/11/2023	7/14/2023	2	7/21/2023	
JB16	7/9/2023 - 7/22/2023	7/18/2023	7/21/2023	7/24/2023	7/24/2023	7/25/2023	7/28/2023	1	8/4/2023	Aug
JB17	7/23/2023 - 8/5/2023	8/1/2023	8/4/2023	8/7/2023	8/7/2023	8/8/2023	8/11/2023	2	8/18/2023	
JB18	8/6/2023 - 8/19/2023	8/15/2023	8/18/2023	8/21/2023	8/21/2023	8/22/2023	8/25/2023	1	9/1/2023	Sep
JB19	8/20/2023 - 9/2/2023	8/29/2023	9/1/2023	9/5/2023	9/5/2023	9/5/2023	9/8/2023	2	9/15/2023	
JB20	9/3/2023 - 9/16/2023	9/12/2023	9/15/2023	9/18/2023	9/18/2023	9/19/2023	9/22/2023	1	9/29/2023	Sep
JB21	9/17/2023 - 9/30/2023	9/26/2023	9/29/2023	10/2/2023	10/2/2023	10/3/2023	10/6/2023	2	10/13/2023	
JB22	10/1/2023 - 10/14/2023	10/10/2023	10/13/2023	10/16/2023	10/16/2023	10/17/2023	10/20/2023	1	10/27/2023	Oct
JB23	10/15/2023 - 10/28/2023	10/24/2023	10/27/2023	10/30/2023	10/30/2023	10/31/2023	11/2/2023	2	11/9/2023	
JB24	10/29/2023 - 11/11/2023	11/7/2023	11/10/2023	11/13/2023	11/13/2023	11/13/2023	11/14/2023	1	11/21/2023	Nov
JB25	11/12/2023 - 11/25/2023	11/21/2023	11/21/2023	11/27/2023	11/27/2023	11/28/2023	12/1/2023	2	12/8/2023	
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	3	12/21/2023	
JB1	12/10/2023 - 12/23/2023	12/12/2023	12/15/2023	12/18/2023	12/18/2023	12/18/2022	12/21/2023	1	1/5/2024	Jan

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

Dates for estimated hours - December 18 thru 23

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2024 and no later than January 16, 2024. Adjustments must be submitted no later than January 3, 2024 to be reflected on the 2024 JB2 paycheck.

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