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

**July 1, 2023 thru December 31, 2023**

**Posted to Website October 18, 2022**

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<th>BNR ID</th>
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<th>ENPs (b) Ready to Apply</th>
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<th>Payroll Submitted to the State</th>
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**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 17 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 2, 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

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**BNR ID**

- **Work Period** for each BNR ID is listed from start to end dates.

**PPA (a)**

- **Adjustment Form**
  - ENPs (b)
    - Ready to Apply
  - EPAFs (c)
    - Employee Time Entry Submitted
    - Employee Time Entry Approved

**ENPs (c)**

- **Employee Time Entry**
  - Monday
  - Submitted
  - NOON

**EPAFs (c)**

- **Employee Time Entry**
  - Monday
  - Approved
  - Tuesday
  - Submitted
  - 3:00 PM

**3rd Party Time**

- **Time Taken**
  - Friday
  - Submitted
  - 3:00 PM

**Payroll Submitted to the State**

- **Deducts to be Taken**
  - Date
  - Check
  - Issued

**Ins. Month**

- **Ins. Month**
  - January
  - February
  - March
  - April
  - May
  - June
  - July
  - August
  - September
  - October
  - November
  - December