

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

Posted to Website November 6, 2023											
BNR ID	Biweekly Work Period	PPA (a) Adjustment Form ENPs (b) Tuesday 5:00 PM	EPAFs (c) Ready to Apply Friday 4:00 PM	Employee Time Entry Submitted Monday 10:00 AM	Employee Time Entry Approved Monday NOON	3rd Party Time Tuesday 10:00 AM	Payroll Submitted to the State Friday 3:00 PM	Deducts to be Taken	Date Check Issued	Ins. Month	
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	Jun	
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	7/5/2023	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	3	9/29/2023		
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	1	10/13/2023	Oct	
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	2	10/27/2023		
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	1	11/9/2023	Nov	
JB24	10/29/2023 - 11/11/2023	11/7/2023	11/10/2023	11/13/2023	11/13/2023	11/13/2023	11/15/2023	2	11/22/2023		
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	1	12/8/2023	Dec	
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		
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		

Dates highlighted blue have been adjusted for holidays

Changes are outlined in orange.

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