

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

**Posted to Website November 16, 2022**

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	Payday	Ins. Month
JB1	12/11/2022 - 12/24/2022	12/12/2022	12/15/2022	12/16/2022	12/16/2022	12/19/2022	12/22/2022	1	1/6/2023	Jan
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	2	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	3	3/31/2023	
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	1	4/14/2023	Apr
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	2	4/28/2023	
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	1	5/12/2023	May
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	2	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