

**HUMAN RESOURCES/PAYROLL SERVICES  
MONTHLY PAYROLL PROCESSING SCHEDULE**

**January 1, 2023 thru June 30, 2023**

**Posted to Website November 16, 2022**

| Pay Period | REGULAR |  |                               |                             |                                    |                | SUPPLEMENTAL |  |                                    |               |
|------------|---------|--|-------------------------------|-----------------------------|------------------------------------|----------------|--------------|--|------------------------------------|---------------|
|            | BNR ID  | Paper ENPs EPAFs Ready to Apply by 4:00 PM | Leave Reports Due by 10:00 AM | Leave Approvals Due by NOON | Final Payroll to the State 3:00 PM | Regular Payday | BNR ID       | Paper ENPs EPAFs Ready to Apply by 4:00 PM | Final Payroll to the State 3:00 PM | Supp'l Payday |
| Dec        | JM12    | 1/6/2022                                   | 12/12/2022                    | 12/12/2022                  | 12/12/2022                         | 12/22/2022     | JX1          | 12/22/2022                                 | 1/5/2023                           | 1/12/2023     |
| Jan        | JM1     | 1/14/2023                                  | 1/16/2023                     | 1/17/2023                   | 1/24/2023                          | 1/31/2023      | JX2          | 1/30/2023                                  | 2/6/2023                           | 2/13/2023     |
| Feb        | JM2     | 2/15/2023                                  | 2/16/2023                     | 2/16/2023                   | 2/21/2023                          | 2/28/2023      | JX3          | 2/27/2023                                  | 3/6/2023                           | 3/13/2023     |
| Mar        | JM3     | 3/15/2023                                  | 3/16/2023                     | 3/16/2023                   | 3/24/2023                          | 3/31/2023      | JX4          | 3/29/2023                                  | 4/5/2023                           | 4/12/2023     |
| Apr        | JM4     | 4/14/2023                                  | 4/17/2023                     | 4/17/2023                   | 4/21/2023                          | 4/28/2023      | JX5          | 4/28/2023                                  | 5/5/2023                           | 5/12/2023     |
| May        | JM5     | 5/15/2023                                  | 5/16/2023                     | 5/16/2023                   | 5/23/2023                          | 5/31/2023      | JX6          | 5/26/2023                                  | 6/5/2023                           | 6/12/2023     |
| Jun        | JM6     | 6/15/2023                                  | 6/16/2023                     | 6/16/2023                   | 6/22/2023                          | 6/30/2023      | JX7          | 6/28/2023                                  | 7/5/2023                           | 7/12/2023     |
| Jul        | JM7     | 7/14/2023                                  | 7/17/2023                     | 7/17/2023                   | 7/24/2023                          | 7/31/2023      | JX8          | 7/28/2023                                  | 8/4/2023                           | 8/11/2023     |

**Dates highlighted blue have been adjusted for holidays and weekends**

This schedule supersedes all previous schedules. It is subject to change during holiday periods. If you have questions about payroll processing, please contact payroll.services@okstate.edu.

The earliest effective date for Board forms is Monday after the Board meeting.

If Board forms do not meet Payroll schedules, they will be processed the following month.

If you have questions about Board processing, please call Academic Affairs (405) 744-5627

- (a) **ENP** Exception to Normal Pay (paper)
- (b) **EPAF** Electronic Personnel Action Form