

**HUMAN RESOURCES/PAYROLL SERVICES  
BIWEEKLY PAYROLL PROCESSING SCHEDULE  
July 1, 2022 thru December 31, 2022**

**Posted to Website December 7, 2022**

<b>BNR ID</b>	<b>Biweekly Work Period</b>	<b>PPA (a) Adjustment Form ENPs (b) Tuesday 5:00 PM</b>	<b>EPAFs (c) Ready to Apply Friday 4:00 PM</b>	<b>Employee Time Entry Submitted Monday 10:00 AM</b>	<b>Employee Time Entry Approved Monday NOON</b>	<b>3rd Party Time Tuesday 10:00 AM</b>	<b>Payroll Submitted to the State Friday 3:00 PM</b>	<b>Deducts to be Taken</b>	<b>Date Check Issued</b>	<b>Ins. Month</b>
JB13	5/29/2022 - 6/11/2022	6/7/2022	6/10/2022	6/13/2022	6/13/2022	6/14/2022	6/16/2022	2	6/24/2022	
JB14	6/12/2022 - 6/25/2022	6/21/2022	6/24/2022	6/27/2022	6/27/2022	6/28/2022	6/30/2022	1	7/8/2022	Jul
JB15	6/26/2022 - 7/9/2022	7/5/2022	7/8/2022	7/11/2022	7/11/2022	7/12/2022	7/15/2022	2	7/22/2022	
JB16	7/10/2022 - 7/23/2022	7/19/2022	7/22/2022	7/25/2022	7/25/2022	7/26/2022	7/29/2022	1	8/5/2022	Aug
JB17	7/24/2022 - 8/6/2022	8/2/2022	8/5/2022	8/8/2022	8/8/2022	8/9/2022	8/12/2022	2	8/19/2022	
JB18	8/7/2022 - 8/20/2022	8/16/2022	8/19/2022	8/22/2022	8/22/2022	8/23/2022	8/26/2022	1	9/2/2022	Sep
JB19	8/21/2022 - 9/3/2022	8/30/2022	9/2/2022	9/6/2022	9/6/2022	9/6/2022	9/9/2022	2	9/16/2022	
JB20	9/4/2022 - 9/17/2022	9/13/2022	9/16/2022	9/19/2022	9/19/2022	9/20/2022	9/23/2022	3	9/30/2022	
JB21	9/18/2022 - 10/1/2022	9/27/2022	9/30/2022	10/3/2022	10/3/2022	10/4/2022	10/6/2022	1	10/14/2022	Oct
JB22	10/2/2022 - 10/15/2022	10/11/2022	10/14/2022	10/17/2022	10/17/2022	10/18/2022	10/21/2022	2	10/28/2022	
JB23	10/16/2022 - 10/29/2022	10/25/2022	10/28/2022	10/31/2022	10/31/2022	11/1/2022	11/3/2022	1	11/10/2022	Nov
JB24	10/30/2022 - 11/12/2022	11/8/2022	11/11/2022	11/14/2022	11/14/2022	11/15/2022	11/16/2022	2	11/23/2022	
JB25	11/13/2022 - 11/26/2022	11/22/2022	11/22/2022	11/28/2022	11/28/2022	11/29/2022	12/2/2022	1	12/9/2022	Dec
JB26	11/27/2022 - 12/10/2022	12/6/2022	12/9/2022	12/12/2022	12/12/2022	12/13/2022	12/15/2022	2	12/22/2022	
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

**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 16 thru 24**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2023 and no later than January 17, 2023. Adjustments must be submitted no later than January 3, 2023 to be reflected on the 2023 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 deduction; 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