

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

July 1, 2022 thru December 31, 2022

Posted to Website November 30, 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 Friday 3:00 PM	Regular Payday	BNR ID	Paper ENPs EPAFs Ready to Apply by 4:00 PM	Final Payroll to the State Friday 3:00 PM	Suppl Payday
Jun	JM6	6/15/2022	6/16/2022	6/16/2022	6/22/2022	6/30/2022	JX7	6/28/2022	7/5/2022	7/12/2022
Jul	JM7	7/15/2022	7/18/2022	7/18/2022	7/22/2022	7/29/2022	JX8	7/29/2022	8/5/2022	8/12/2022
Aug	JM8	8/15/2022	8/16/2022	8/16/2022	8/24/2022	8/31/2022	JX9	8/29/2022	9/2/2022	9/12/2022
Sep	JM9	9/15/2022	9/16/2022	9/16/2022	9/23/2022	9/30/2022	JX10	9/28/2022	10/4/2022	10/12/2022
Oct	JM10	10/14/2022	10/17/2022	10/17/2022	10/24/2022	10/31/2022	JX11	10/28/2022	11/3/2022	11/10/2022
Nov	JM11	11/15/2022	11/16/2022	11/16/2022	11/21/2022	11/30/2022	JX12	11/29/2022	12/5/2022	12/12/2022
Dec	JM12	12/9/2022	12/12/2022	12/12/2022	12/15/2022	12/22/2022	JX1	12/22/2022	1/5/2023	1/12/2023
Jan 22	JM1	1/14/2023	1/17/2023	1/17/2023	1/24/2023	1/31/2023	JX2	1/28/2023	2/3/2023	2/10/2023

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.

Monthly non-exempt (J E-Class) will defer submission of the JB1 MNE leave reports until January 9, 2023

Dates for estimated leave for monthly exempt - December 12 thru 15

Estimated hours must be adjusted for actual hours worked as soon as possible after January 3, 2023 and no later than January 31, 2023. Adjustments must be submitted no later than January 14, 2023 to be reflected on the 2023 January JM1 paycheck.

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