

**HUMAN RESOURCES/PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
January 1, 2022 thru December 31, 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	12/12/2021 - 12/25/2021	12/10/2021	12/15/2021	12/16/2021	12/16/2021	12/17/2021	12/22/2021	1	1/7/2022	Jan
JB2	12/26/2021 - 1/8/2022	1/4/2022	1/7/2022	1/10/2022	1/10/2022	1/11/2022	1/13/2022	2	1/21/2022	
JB3	1/9/2022 - 1/22/2022	1/18/2022	1/21/2022	1/24/2022	1/24/2022	1/25/2022	1/28/2022	1	2/4/2022	Feb
JB4	1/23/2022 - 2/5/2022	2/1/2022	2/4/2022	2/7/2022	2/7/2022	2/8/2022	2/11/2022	2	2/18/2022	
JB5	2/6/2022 - 2/19/2022	2/15/2022	2/18/2022	2/21/2022	2/21/2022	2/22/2022	2/25/2022	1	3/4/2022	Mar
JB6	2/20/2022 - 3/5/2022	3/1/2022	3/4/2022	3/7/2022	3/7/2022	3/8/2022	3/11/2022	2	3/18/2022	
JB7	3/6/2022 - 3/19/2022	3/15/2022	3/18/2022	3/21/2022	3/21/2022	3/22/2022	3/25/2022	1	4/1/2022	Apr
JB8	3/20/2022 - 4/2/2022	3/29/2022	4/1/2022	4/4/2022	4/4/2022	4/5/2022	4/8/2022	2	4/15/2022	
JB9	4/3/2022 - 4/16/2022	4/12/2022	4/15/2022	4/18/2022	4/18/2022	4/19/2022	4/22/2022	3	4/29/2022	
JB10	4/17/2022 - 4/30/2022	4/26/2022	4/29/2022	5/2/2022	5/2/2022	5/3/2022	5/6/2022	1	5/13/2022	May
JB11	5/1/2022 - 5/14/2022	5/10/2022	5/13/2022	5/16/2022	5/16/2022	5/17/2022	5/20/2022	2	5/27/2022	
JB12	5/15/2022 - 5/28/2022	5/24/2022	5/27/2022	5/31/2022	5/31/2022	5/31/2022	6/3/2022	1	6/10/2022	Jun
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 and weekends.

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.

Date for Fiscal Year End - June 22

The final payroll for the fiscal year end must be submitted to the state no later than this date in order to meet fiscal year end deadlines.

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 (paper)
- (c) **EPAF** Electronic Personnel Action Form