

**HUMAN RESOURCES/PAYROLL SERVICES  
BIWEEKLY PAYROLL PROCESSING SCHEDULE  
January 1, 2022 thru June 30, 2022**

**Posted to Website December 10, 2021**

<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 5:00 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>
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

**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 payrollservices@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