

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

Posted to Website December 3, 2021

BNR ID	Biweekly Work Period	PPA (a) Adjustment Form ENPs (b) Tuesday 5:00 PM	EPAFs (c) Ready to Apply Friday 5:00 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	Date Check Issued	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

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 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