

**OSU PAYROLL SERVICES  
BIWEEKLY PAYROLL PROCESSING SCHEDULE  
January 1, 2026 thru June 30, 2026**

**Posted to Website November 11, 2025**

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|-------------------------------------|-------------------------|--------------|---|---|---|--|--|---|------------|-----------|------------|---------------------------|--------|---------------|
|                                     |                         |              | PPA (a)<br>Adjustment<br>Form<br>ENPs (b)<br>Tuesday<br>5:00 PM | EPAFs (c)<br>Ready to<br>Apply<br>Friday<br>4:00 PM | Employee<br>Time Entry<br>Submitted<br>Monday<br>10:00 AM | Employee<br>Time Entry<br>Approved<br>Monday<br>NOON | 3rd Party<br>Time<br>Tuesday<br>10:00 AM | Payroll<br>Submitted<br>to the State<br>Friday<br>3:00 PM |            |           |            | Deducts<br>to be<br>Taken | Payday | Ins.<br>Month |
| BNR<br>ID                           | Biweekly<br>Work Period |              |   |   |   |  |  |   |            |           |            |                           |        |               |
| 2025                                |                         |              |   |   |   |  |  |   |            |           |            |                           |        |               |
| JB26                                | 11/23/2025              | - 12/6/2025  | 12/2/2025   | 12/5/2025   | 12/8/2025   | 12/8/2025  | 12/9/2025                                |   | 12/12/2025 | 2         | 12/19/2025 | Dec                       |        |               |
| JB1                                 | 12/7/2025               | - 12/20/2025 | 12/9/2025   | 12/12/2025  | 12/15/2025  | 12/15/2025   | 12/16/2025                               | 12/19/2025  | 1          | 1/2/2026  | Jan        |                           |        |               |
| JB2                                 | 12/21/2025              | - 1/3/2026   | 12/15/2025  | 12/18/2025  | 12/19/2025  | 12/19/2025   | 1/5/2026                                 | 1/9/2026  | 2          | 1/16/2026 |            |                           |        |               |
| JB3                                 | 1/4/2026                | - 1/17/2026  | 1/13/2026   | 1/16/2026   | 1/20/2026   | 1/20/2026  | 1/20/2026                                | 1/23/2026   | 3          | 1/30/2026 |            |                           |        |               |
| JB4                                 | 1/18/2026               | - 1/31/2026  | 1/27/2026   | 1/30/2026   | 2/2/2026  | 2/2/2026   | 2/3/2026                                 | 2/6/2026  | 1          | 2/13/2026 | Feb        |                           |        |               |
| JB5                                 | 2/1/2026                | - 2/14/2026  | 2/10/2026   | 2/13/2026   | 2/16/2026   | 2/16/2026  | 2/17/2026                                | 2/20/2026   | 2          | 2/27/2026 |            |                           |        |               |
| JB6                                 | 2/15/2026               | - 2/28/2026  | 2/24/2026   | 2/27/2026   | 3/2/2026  | 3/2/2026   | 3/3/2026                                 | 3/6/2026  | 1          | 3/13/2026 | Mar        |                           |        |               |
| JB7                                 | 3/1/2026                | - 3/14/2026  | 3/10/2026   | 3/13/2026   | 3/16/2026   | 3/16/2026  | 3/17/2026                                | 3/20/2026   | 2          | 3/27/2026 |            |                           |        |               |
| JB8                                 | 3/15/2026               | - 3/28/2026  | 3/24/2026   | 3/27/2026   | 3/30/2026   | 3/30/2026  | 3/31/2026                                | 4/3/2026  | 1          | 4/10/2026 | Apr        |                           |        |               |
| JB9                                 | 3/29/2026               | - 4/11/2026  | 4/7/2026  | 4/10/2026   | 4/13/2026   | 4/13/2026  | 4/14/2026                                | 4/17/2026   | 2          | 4/24/2026 |            |                           |        |               |
| JB10                                | 4/12/2026               | - 4/25/2026  | 4/21/2026   | 4/24/2026   | 4/27/2026   | 4/27/2026  | 4/28/2026                                | 5/1/2026  | 1          | 5/8/2026  | May        |                           |        |               |
| JB11                                | 4/26/2026               | - 5/9/2026   | 5/5/2026  | 5/8/2026  | 5/11/2026   | 5/11/2026  | 5/12/2026                                | 5/15/2026   | 2          | 5/22/2026 |            |                           |        |               |
| JB12                                | 5/10/2026               | - 5/23/2026  | 5/19/2026   | 5/22/2026   | 5/26/2026   | 5/26/2026  | 5/26/2026                                | 5/29/2026   | 1          | 6/5/2026  | Jun        |                           |        |               |
| JB13                                | 5/24/2026               | - 6/6/2026   | 6/2/2026  | 6/5/2026  | 6/8/2026  | 6/8/2026   | 6/9/2026                                 | 6/11/2026   | 2          | 6/18/2026 |            |                           |        |               |
| JB14                                | 6/7/2026                | - 6/20/2026  | 6/16/2026   | 6/18/2026   | 6/22/2026   | 6/22/2026  | 6/23/2026                                | 6/25/2026   | 1          | 7/2/2026  | 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 payroll.services@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