

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

**Posted to Website November 11, 2025**

BNR ID	Biweekly Work Period	PPA (a)						Payroll Submitted to the State				Deducts		
		Adjustment Form	EPAFs (c) ENPs (b)	Employee Ready to Apply	Employee Time Entry Submitted	Employee Time Entry Approved	3rd Party Time	Friday 3:00 PM	to be Taken	Payday	Ins. Month			
<b>2025</b>														
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](mailto: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