

**HUMAN RESOURCES/PAYROLL SERVICES
MONTHLY PAYROLL PROCESSING SCHEDULE**

January 1 through June 30, 2021

Posted to payroll.services@okstate.edu 12/8/20						
Pay Period	Paper ENPs EPAFs Ready to Apply by 5:00pm	Leave Reports Due by 10:00am	Leave Approvals Due by 12:00pm	Final Payroll in CORE	Regular Payday	Supp'l Payday
Dec Supp (JX1)	12/21/2020			1/5/2021		1/12/2021
Jan	1/15/2021	1/19/2021	1/19/2021	1/22/2021	1/29/2021	
Jan Supp (JX2)	1/29/2021			2/5/2021		2/12/2021
Feb	2/15/2021	2/16/2021	2/16/2021	2/19/2021	2/26/2021	
Feb Supp (JX3)	2/26/2021			3/5/2021		3/12/2021
Mar	3/15/2021	3/16/2021	3/16/2021	3/24/2021	3/31/2021	
Mar Supp (JX4)	3/30/2021			4/5/2021		4/12/2021
Apr	4/15/2021	4/16/2021	4/16/2021	4/23/2021	4/30/2021	
Apr Supp (JX5)	4/29/2021			5/5/2021		5/12/2021
May	5/14/2021	5/17/2021	5/17/2021	<u>5/21/2021</u>	5/28/2021	
May Supp (JX6)	5/28/2021			6/4/2021		6/11/2021
Jun	6/15/2021	6/16/2021	6/16/2021	6/23/2021	6/30/2021	
Jun Supp (JX7)	6/28/2021			<u>7/2/2021</u>		7/12/2021

*** THESE DATES ARE EXCEPTIONS TO THE NORMAL SCHEDULE**

This schedule supersedes all previous schedules. It is subject to change during holiday periods. If you have questions about payroll processing, please email payroll.services@okstate.edu.

The earliest effective date for Board forms is Monday after the Board meeting.

If Board forms do not meet Payroll schedules, they will be processed the following month.

If you have questions about Board processing, please call Academic Affairs 744-5627