

HUMAN RESOURCES/PAYROLL SERVICES
BIWEEKLY PAYROLL PROCESSING SCHEDULE
January 1, 2023 thru December 31, 2023

Posted to Website 02/21/2023

BNR ID	Biweekly Work Period		OSU Payroll Services		Employee	Payroll			Ins. Month
			Documents Ready to Apply By 4:00 PM		Time Entry Approved Monday NOON	Submitted to the State Friday 3:00 PM	Deducts to be Taken	Date Check Issued	
NB1	12/11/2022	- 12/24/2022	12/15/2022		12/16/2022	12/22/2022	2	1/6/2023	12
NB2	12/25/2022	- 1/7/2023	1/6/2023		1/9/2023	1/12/2023	3	1/20/2023	Jan
NB3	1/8/2023	- 1/21/2023	1/20/2023		1/23/2023	1/27/2023	1	2/3/2023	Feb
NB4	1/22/2023	- 2/4/2023	2/3/2023		2/6/2023	2/10/2023	2	2/17/2023	
NB5	2/5/2023	- 2/18/2023	2/17/2023		2/20/2023	2/24/2023	1	3/3/2023	Mar
NB6	2/19/2023	- 3/4/2023	3/3/2023		3/6/2023	3/10/2023	2	3/17/2023	
NB7	3/5/2023	- 3/18/2023	3/20/2023		3/20/2023	3/24/2023	1	3/31/2023	Mar
NB8	3/19/2023	- 4/1/2023	3/31/2023		4/3/2023	4/7/2023	2	4/14/2023	
NB9	4/2/2023	- 4/15/2023	4/14/2023		4/17/2023	4/21/2023	1	4/28/2023	Apr
NB10	4/16/2023	- 4/29/2023	4/28/2023		5/1/2023	5/5/2023	2	5/12/2023	
NB11	4/30/2023	- 5/13/2023	5/12/2023		5/15/2023	5/19/2023	3	5/26/2023	
NB12	5/14/2023	- 5/27/2023	5/26/2023		5/30/2023	6/1/2023	1	6/9/2023	Jun
NB13	5/28/2023	- 6/10/2023	6/8/2023		6/12/2023	6/15/2023	2	6/23/2023	
NB14	6/11/2023	- 6/24/2023	6/22/2023		6/26/2023	6/29/2023	1	7/7/2023	Jul
NB15	6/25/2023	- 7/8/2023	7/6/2023		7/10/2023	7/13/2023	2	7/21/2023	
NB16	7/9/2023	- 7/22/2023	7/20/2023		7/24/2023	7/27/2023	1	8/4/2023	Aug
NB17	7/23/2023	- 8/5/2023	8/3/2023		8/7/2023	8/10/2023	2	8/18/2023	
NB18	8/6/2023	- 8/19/2023	8/17/2023		8/21/2023	8/25/2023	1	9/1/2023	Sep
NB19	8/20/2023	- 9/2/2023	9/1/2023		9/5/2023	9/8/2023	2	9/15/2023	
NB20	9/3/2023	- 9/16/2023	9/15/2023		9/18/2023	9/22/2023	1	9/29/2023	Sep
NB21	9/17/2023	- 9/30/2023	9/29/2023		10/2/2023	10/6/2023	2	10/13/2023	
NB22	10/1/2023	- 10/14/2023	10/13/2023		10/16/2023	10/20/2023	1	10/27/2023	Oct
NB23	10/15/2023	- 10/28/2023	10/27/2023		10/30/2023	11/2/2023	2	11/9/2023	
NB24	10/29/2023	- 11/11/2023	11/9/2023		11/13/2023	11/15/2023	1	11/22/2023	Nov
NB25	11/12/2023	- 11/25/2023	11/21/2023		11/27/2023	12/1/2023	2	12/8/2023	
NB26	11/26/2023	- 12/9/2023	12/8/2023		12/11/2023	12/15/2023	1	12/22/2023	Dec
NB1	12/9/2023	- 12/22/2023	12/12/2023		12/16/2022	12/21/2023	2	1/5/2024	Jan

Dates highlighted blue have been adjusted for holidays and weekends.

All dates are subject to change and will be communicated via email.

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

Dates for estimated hours - December 17 thru 23

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2024 and no later than January 19, 2024. Adjustments must be submitted no later than January 5, 2024 to be reflected on the 2024 NB2 paycheck.

Date for Fiscal Year End - June 21

The final payroll for the fiscal year end must be submitted to the state no later than this date in order to meet fiscal year end deadlines.

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 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.