

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

**Posted to Website 12/12/2022**

Pay Period	REGULAR					SUPPLEMENTAL			
	OSU Payroll Services Documents Ready to Apply by	Leave Approvals Due by	Final Payroll Due To	Regular Payday	OSU Payroll Services Documents Ready to Apply by	Final Payroll Due To	Suppl Payday		
BNR ID	4:00 PM	noon	State		BNR ID	4:00 PM	State		
Dec	NM12	12/9/2022	12/12/2022	12/15/2022	12/21/2022	NX1	12/21/2022	1/5/2023	1/12/2023
Jan	NM1	1/13/2023	1/17/2023	1/24/2023	1/31/2023	NX2	1/31/2023	2/9/2023	2/13/2023
Feb	NM2	2/15/2023	2/16/2023	2/21/2023	2/28/2023	NX3	2/28/2023	3/9/2023	3/13/2023
Mar	NM3	3/20/2023	3/20/2023	3/24/2023	3/31/2023	NX4	3/29/2023	4/5/2023	4/12/2023
Apr	NM4	4/14/2023	4/17/2023	4/21/2023	4/28/2023	NX5	4/28/2023	5/5/2023	5/12/2023
May	NM5	5/15/2023	5/16/2023	5/23/2023	5/31/2023	NX6	5/26/2023	6/5/2023	6/12/2023
Jun	NM6	6/15/2023	6/16/2023	6/22/2023	6/30/2023	NX7	6/28/2023	7/5/2023	7/12/2023
Jul	NM7	7/14/2023	7/17/2023	7/24/2023	7/31/2023	NX8	7/27/2023	8/3/2023	8/11/2023
Aug	NM8	8/15/2023	8/16/2023	8/24/2023	8/31/2023	NX9	8/29/2023	9/5/2023	9/12/2023
Sep	NM9	9/15/2023	9/18/2023	9/21/2023	9/29/2023	NX10	9/28/2023	10/4/2023	10/12/2023
Oct	NM10	10/13/2023	10/16/2023	10/23/2023	10/31/2023	NX11	10/30/2023	11/6/2023	11/13/2023
Nov	NM11	11/15/2023	11/16/2023	11/21/2023	11/30/2023	NX12	11/28/2023	12/5/2023	12/12/2023
Dec	NM12	12/11/2023	12/12/2023	12/15/2023	12/22/2023	NX1	1/2/2024	1/5/2024	1/12/2024
24-Jan	NM1	1/7/2024	1/16/2024	1/23/2024	1/31/2024	NX2	1/28/2024	2/5/2024	2/12/2024

**Dates highlighted blue have been adjusted for holidays and weekends**

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

**Dates for estimated leave for monthly exempt - December 12 thru 15**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2024 and no later than January 31, 2024. Adjustments must be submitted no later than January 7, 2024 to be reflected on the 2024 NM1 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.