

**BIWEEKLY PAYROLL PROCESSING SCHEDULE**  
January 1, 2025 thru December 31, 2025

Posted to Website October 30, 2024									
BNR ID	Biweekly Work Period		Documents to OSU Payroll and EPAFS Ready to Apply Tuesday 5:00 PM	Employee Time Entry Approved Monday NOON	Payroll Submitted to the State Friday 3:00 PM	Deducts to be Taken	Payday	Ins. Month	
2024									
NB26	11/24/2024	- 12/7/2024	12/6/2024	12/9/2024	12/13/2024	2	12/20/2024	Dec	
NB1	12/8/2024	- 12/21/2024	12/13/2024	12/16/2024	12/20/2024	1	1/3/2025	Jan	
NB2	12/22/2024	- 1/4/2025	12/31/2024	1/6/2025	1/10/2025	2	1/17/2025		
NB3	1/5/2025	- 1/18/2025	1/14/2025	1/21/2025	1/24/2025	3	1/31/2025		
NB4	1/19/2025	- 2/1/2025	1/28/2025	2/3/2025	2/7/2025	1	2/14/2025	Feb	
NB5	2/2/2025	- 2/15/2025	2/11/2025	2/17/2025	2/21/2025	2	2/28/2025		
NB6	2/16/2025	- 3/1/2025	2/25/2025	3/3/2025	3/7/2025	1	3/14/2025	Mar	
NB7	3/2/2025	- 3/15/2025	3/11/2025	3/14/2025	3/21/2025	2	3/28/2025		
NB8	3/16/2025	- 3/29/2025	3/25/2025	3/31/2025	4/4/2025	1	4/11/2025	Apr	
NB9	3/30/2025	- 4/12/2025	4/8/2025	4/14/2025	4/18/2025	2	4/25/2025		
NB10	4/13/2025	- 4/26/2025	4/22/2025	4/28/2025	5/2/2025	1	5/9/2025	May	
NB11	4/27/2025	- 5/10/2025	5/6/2025	5/12/2025	5/16/2025	2	5/23/2025		
NB12	5/11/2025	- 5/24/2025	5/20/2025	5/27/2025	5/30/2025	1	6/6/2025	Jun	
NB13	5/25/2025	- 6/7/2025	6/3/2025	6/9/2025	6/13/2025	2	6/20/2025		
NB14	6/8/2025	- 6/21/2025	6/17/2025	6/23/2025	6/26/2025	1	7/3/2025	Jul	
NB15	6/22/2025	- 7/5/2025	7/1/2025	7/7/2025	7/11/2025	2	7/18/2025		
NB16	7/6/2025	- 7/19/2025	7/15/2025	7/21/2025	7/25/2025	1	8/1/2025	Aug	
NB17	7/20/2025	- 8/2/2025	7/29/2025	8/4/2025	8/8/2025	2	8/15/2025		
NB18	8/3/2025	- 8/16/2025	8/12/2025	8/18/2025	8/22/2025	3	8/29/2025		
NB19	8/17/2025	- 8/30/2025	8/26/2025	9/2/2025	9/5/2025	1	9/12/2025	Sep	
NB20	8/31/2025	- 9/13/2025	9/9/2025	9/15/2025	9/19/2025	2	9/26/2025		
NB21	9/14/2025	- 9/27/2025	9/23/2025	9/29/2025	10/3/2025	1	10/10/2025	Oct	
NB22	9/28/2025	- 10/11/2025	10/7/2025	10/13/2025	10/17/2025	2	10/24/2025		
NB23	10/12/2025	- 10/25/2025	10/21/2025	10/27/2025	10/31/2025	1	11/7/2025	Nov	
NB24	10/26/2025	- 11/8/2025	11/4/2025	11/10/2025	11/14/2025	2	11/21/2025		
NB25	11/9/2025	- 11/22/2025	11/18/2025	11/24/2025	11/26/2025	1	12/5/2025	Dec	
NB26	11/23/2025	- 12/6/2025	12/2/2025	12/8/2025	12/12/2025	2	12/19/2025		
2026									
NB1	12/7/2025	- 12/20/2025	12/9/2025	12/12/2025	12/16/2025	1	1/2/2026		

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

**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 payroll processing, please contact neopayroll@okstate.edu.

**Dates for estimated hours - Spring Break March 7 thru 21**

Estimated hours must be adjusted for actual hours worked and leave taken as soon as possible after Spring Break. Adjustments must be submitted no later than March 25th to be reflected on the NB8 paycheck.

**Dates for estimated hours - December 14 thru 20**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2026 and no later than January 13, 2026. Adjustments must be submitted no later than January 5, 2026 to be reflected on the 2026 NB2 paycheck.

**Date for Fiscal Year End - June 20**

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 deduction 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.
  - (a) **PPA** Biweekly Prior Period Hours & Leave Adjustment form
  - (b) **ENP** Exception to Normal Pay (paper)
  - (c) **EPAF** Electronic Personnel Action Form