### HUMAN RESOURCES/PAYROLL SERVICES
#### BIWEEKLY PAYROLL PROCESSING SCHEDULE
July 2019 thru January 2019

Revised and Posted to Payroll Services Website 10/18/19

<table>
<thead>
<tr>
<th>BNR</th>
<th>Biweekly Work Period</th>
<th>Payroll Processed to the State</th>
<th>3rd Party Time</th>
<th>Payroll Submitted to the State</th>
<th>Deducts Date</th>
<th>Check Date</th>
<th>Ins. Month</th>
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<tr>
<td>JB14</td>
<td>6/16/19</td>
<td>6/29/19</td>
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<td>JB15</td>
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</table>

* THESE DATES ARE EXCEPTIONS TO THE NORMAL SCHEDULE

All dates are subject to change and will be communicated via the Admin Listserv.

This schedule supersedes all previous schedules. If you have questions about biweekly payroll processing, please contact Tammie Lowe in OSU Payroll Services at 744-8497.

**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, retirement contributions, long-term disability, and the bursar will be processed.

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**#ENP** Exception to Normal Pay

**#EPAF** Electronic Personnel Action Form

**###PPA** Biweekly Prior Period Hours & Leave Adjustment form

**Dates for estimated hours**
December 8 thru 14
December 15 thru 28