

**HUMAN RESOURCES/PAYROLL SERVICES  
BIWEEKLY PAYROLL PROCESSING SCHEDULE  
January 1 2019 thru June 30, 2019**

ID	Work Period	Biweekly Prior Period Hours & Leave Adjustment		Form #ENPs ##PPAs	##EPAFs Ready to Apply	Employee Time Entry Submitted	Employee Time Entry Approved	3rd Party Time Tuesday 10:00 AM 1/2/19 - 3:00 pm	Payroll Submitted to the State Thursday	Deducts to be	Date Check	Month Ins.
		5:00 PM	5:00 PM									

JB1	12/16/2018	12/29/2018	12/18/2018	12/21/2018	1/1/2019	1/4/2019	1/14/2019	1/15/2019	*1/4/2019	1	1/11/2019	Jan
JB2	12/30/2018	1/12/2019	1/8/2019	1/11/2019	1/14/2019	1/28/2019	1/28/2019	1/29/2019	*1/7/19	2	1/25/2019	Jan
JB3	1/13/2019	1/26/2019	1/22/2019	1/25/2019	1/28/2019	2/11/2019	2/11/2019	2/12/2019	*2/14/19	1	2/8/2019	Feb
JB4	1/27/2019	2/9/2019	2/5/2019	2/22/2019	2/25/2019	3/11/2019	2/25/2019	2/26/2019		2	2/22/2019	Feb
JB5	2/10/2019	2/23/2019	2/19/2019	3/8/2019	3/11/2019	3/11/2019	3/11/2019	3/12/2019		2	3/22/2019	Mar
JB6	2/24/2019	3/9/2019	3/5/2019	3/22/2019	3/25/2019	4/8/2019	3/25/2019	3/26/2019		1	4/5/2019	Apr
JB7	3/10/2019	3/23/2019	3/19/2019	4/5/2019	4/8/2019	4/8/2019	4/8/2019	4/9/2019		2	4/19/2019	Apr
JB8	3/24/2019	4/6/2019	4/2/2019	4/19/2019	4/22/2019	5/6/2019	4/22/2019	4/23/2019		1	5/3/2019	May
JB9	4/7/2019	4/20/2019	4/30/2019	5/3/2019	5/6/2019	5/7/2019	5/6/2019	5/7/2019		2	5/17/2019	May
JB10	4/21/2019	5/4/2019	5/14/2019	5/17/2019	5/20/2019	6/3/2019	5/20/2019	6/4/2019		1	6/14/2019	Jun
JB11	5/5/2019	5/18/2019	5/28/2019	6/3/2019	6/17/2019	6/17/2019	6/17/2019	6/18/2019		2	6/28/2019	Jun
JB12	5/19/2019	6/1/2019	6/11/2019	6/14/2019	6/17/2019	6/17/2019	6/17/2019	6/18/2019		2	6/28/2019	Jun
JB13	6/2/2019	6/15/2019	6/11/2019	6/14/2019	6/17/2019	6/17/2019	6/17/2019	6/18/2019		2	6/28/2019	Jun

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

All dates are subject to change - Changes to the above will be communicated via the Admin Listserv - Contact Lynne Deaver to be added to the listserv. This schedule supersedes all previous schedules. It is subject to change during holiday periods. If you have questions about biweekly payroll processing, please contact Tammy 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 retirement contributions, long-term disability, and the bursar will be processed.

#ENP Exception to Normal Pay  
##EPAF Electronic Personnel Action Form