

PAYROLL PROCESSING SCHEDULE
January 1, 2024 thru December 31, 2024

Posted to Website January 12, 2024

Pay Period	HOURLY						MONTHLY				
	BNR ID	Pay Period End	Documents to OSU Payroll and EPAFS		Final Payroll to the State	Hourly Payday	BNR ID	Documents to OSU Payroll and EPAFS		Final Payroll to the State	Monthly Payday
			Ready to Apply 4:00 PM	Timesheet Approvals Due by NOON				Ready to Apply 4:00 PM	Leave Approvals Due by NOON		
2023 Dec	2023 PH12	12/15/2023	12/14/2023	12/18/2023	12/18/2023	12/27/2023	2023 PM12	12/8/2023	12/12/2023	12/20/2023	12/29/2023
Jan	PH1	1/15/2024	1/12/2024	1/16/2024	1/19/2024	1/26/2024	PM1	1/12/2024	1/16/2024	1/24/2024	1/31/2024
Feb	PH2	2/15/2024	2/14/2024	2/16/2024	2/20/2024	2/27/2024	PM2	2/15/2024	2/16/2024	2/22/2024	2/29/2024
Mar	PH3	3/15/2024	3/13/2024	3/15/2024	3/20/2024	3/27/2024	PM3	3/13/2024	3/15/2024	3/22/2024	3/29/2024
Apr	PH4	4/15/2024	4/12/2024	4/16/2024	4/19/2024	4/26/2024	PM4	4/15/2024	4/16/2024	4/23/2024	4/30/2024
May	PH5	5/15/2024	5/14/2024	5/16/2024	5/17/2024	5/24/2024	PM5	5/15/2024	5/16/2024	5/23/2024	5/31/2024
Jun	PH6	6/15/2024	6/13/2024	6/17/2024	6/20/2024	6/27/2024	PM6	6/13/2024	6/17/2024	6/20/2024	6/28/2024
Jul	PH7	7/15/2024	7/12/2024	7/16/2024	7/19/2024	7/26/2024	PM7	7/15/2024	7/16/2024	7/24/2024	7/31/2024
Aug	PH8	8/15/2024	8/14/2024	8/16/2024	8/20/2024	8/27/2024	PM8	8/15/2024	8/16/2024	8/23/2024	8/30/2024
Sep	PH9	9/15/2024	9/13/2024	9/16/2024	9/20/2024	9/27/2024	PM9	9/13/2024	9/16/2024	9/23/2024	9/30/2024
Oct	PH10	10/15/2024	10/14/2024	10/16/2024	10/18/2024	10/25/2024	PM10	10/15/2024	10/16/2024	10/24/2024	10/31/2024
Nov	PH11	11/15/2024	11/14/2024	11/18/2024	11/20/2024	11/27/2024	PM11	11/13/2024	11/18/2024	11/21/2024	11/29/2024
Dec	PH12	12/15/2024	12/13/2024	12/16/2024	12/18/2024	12/27/2024	PM12	12/13/2024	12/16/2024	12/20/2024	12/31/2024
2025 Jan	2025 PH1	1/15/2025	1/14/2025	1/16/2025	1/20/2025	1/27/2025	2025 PM1	1/15/2025	1/16/2025	1/24/2025	1/31/2025

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@okstate.edu.

Timesheet and Leave Report Approval and Submission for March Due March 15

All timesheets and leave reports for both hourly and monthly employees must be submitted and approved by end of day March 15th.

Monthly non-exempt (J E-Class) will defer submission of the PBI MNE leave reports until January 6, 2025

No December estimated leave is necessary for monthly exempt employees.

No estimated hours are required for monthly non-exempt or monthly exempt employees. No Adjustments should be required.

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.

- (a) **ENP** Exception to Normal Pay (paper)
- (b) **EPAF** Electronic Personnel Action Form