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

		REGULAR				SUPPLEMENTAL			
Pay Period	BNR ID	Documents to OSU Payroll and EPAFS Ready to Apply 4:00 PM	Leave Approvals Due by NOON	Final Payroll to the State Friday 3:00 PM	Regular Payday	BNR ID	Documents to OSU Payroll and EPAFS Ready to Apply 4:00 PM	Final Payroll to the State 3:00 PM	Supp'l Payday
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
Jan	NM1	1/12/2024	1/16/2024	1/24/2024	1/31/2024	NX2	1/29/2024	2/5/2024	2/12/2024
Feb	NM2	2/15/2024	2/16/2024	2/22/2024	2/29/2024	NX3	2/27/2024	3/5/2024	3/12/2024
Mar	NM3	3/13/2024	3/15/2024	3/22/2024	3/29/2024	NX4	3/29/2024	4/5/2024	4/12/2024
Apr	NM4	4/15/2024	4/16/2024	4/23/2024	4/30/2024	NX5	4/29/2024	5/6/2024	5/13/2024
May	NM5	5/15/2024	5/16/2024	5/23/2024	5/31/2024	NX6	5/29/2024	6/5/2024	6/12/2024
Jun	NM6	6/13/2024	6/17/2024	6/20/2024	6/28/2024	NX7	6/28/2024	7/5/2024	7/12/2024
Jul	NM7	7/15/2024	7/16/2024	7/24/2024	7/31/2024	NX8	7/29/2024	8/5/2024	8/12/2024
Aug	NM8	8/15/2024	8/16/2024	8/23/2024	8/30/2024	NX9	8/29/2024	9/5/2024	9/12/2024
Sep	NM9	9/13/2024	9/16/2024	9/23/2024	9/30/2024	NX10	9/27/2024	10/4/2024	10/11/2024
Oct	NM10	10/15/2024	10/16/2024	10/24/2024	10/31/2024	NX11	10/29/2024	11/5/2024	11/12/2024
Nov	NM11	11/14/2024	11/18/2024	11/20/2024	11/27/2024	NX12	11/26/2024	12/5/2024	12/12/2024
Dec	NM12	12/6/2024	12/9/2024	12/13/2024	12/20/2024	NX1	1/2/2025	1/7/2025	1/14/2025
2025 Jan	NM1	1/15/2025	1/16/2025	1/24/2025	1/31/2025	2025 NX2	1/29/2025	2/5/2025	2/12/2025

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.

Leave Report Approval and Submission for March Due March 15

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

Dates for estimated leave for monthly exempt - December 9 thru 15

Estimated hours must be adjusted for actual hours worked as soon as possible after January 2, 2025 and no later than January 31, 2025. Adjustments must be submitted no later than January 15, 2025 to be reflected on the 2025 January NM1 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.

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