



HUMAN RESOURCES/PAYROLL SERVICES  
LANGSTON UNIVERSITY PAYROLL PROCESSING SCHEDULE  
January 1, 2025 thru December 31, 2025

| Pay Period | REGULAR MONTHLY |                          |                                                         |                                   |                                |                                       |                | MONTHLY STUDENT HOURLY |                          |                                                         |                                       |                                    |                                       |                | SUPPLEMENTAL |                          |                                                         |                                       |              |
|------------|-----------------|--------------------------|---------------------------------------------------------|-----------------------------------|--------------------------------|---------------------------------------|----------------|------------------------|--------------------------|---------------------------------------------------------|---------------------------------------|------------------------------------|---------------------------------------|----------------|--------------|--------------------------|---------------------------------------------------------|---------------------------------------|--------------|
|            | BNR ID          | EPAF SUBMISSION DEADLINE | Documents to Payroll and EPAF Approval Deadline 4:00 PM | Leave Submissions Due by 10:00 AM | Leave Approvals Due by 3:00 PM | Final Payroll Due To State by 3:00 PM | Regular Payday | BNR ID                 | EPAF SUBMISSION DEADLINE | Documents to Payroll and EPAF Approval Deadline 4:00 PM | Timesheet Submissions Due by 10:00 AM | Timesheet Approvals Due by 3:00 PM | Final Payroll Due To State by 3:00 PM | Regular Payday | BNR ID       | EPAF SUBMISSION DEADLINE | Documents to Payroll and EPAF Approval Deadline 4:00 PM | Final Payroll Due To State by 3:00 PM | Suppl Payday |
| 2024 Dec   | LM12            | 12/6/2024                | 12/6/2024                                               | 12/9/2024                         | 12/9/2024                      | 12/13/2024                            | 12/20/2024     |                        |                          |                                                         |                                       |                                    |                                       |                |              |                          |                                                         |                                       |              |
| Jan        | LM1             | 1/10/2025                | 1/13/2025                                               | 1/16/2025                         | 1/16/2025                      | 1/24/2025                             | 1/31/2025      | LH1                    | 12/31/2024               | 1/2/2025                                                | 1/2/2025                              | 1/2/2025                           | 1/7/2025                              | 1/14/2025      | LX1          | 12/31/2024               | 1/2/2025                                                | 1/7/2025                              | 1/14/2025    |
| Feb        | LM2             | 2/12/2025                | 2/14/2025                                               | 2/17/2025                         | 2/17/2025                      | 2/21/2025                             | 2/28/2025      | LH2                    | 1/27/2025                | 1/29/2025                                               | 2/3/2025                              | 2/3/2025                           | 2/5/2025                              | 2/12/2025      | LX2          | 1/27/2025                | 1/29/2025                                               | 2/5/2025                              | 2/12/2025    |
| Mar        | LM3             | 3/12/2025                | 3/14/2025                                               | 3/17/2025                         | 3/17/2025                      | 3/24/2025                             | 3/31/2025      | LH3                    | 2/24/2025                | 2/26/2025                                               | 3/3/2025                              | 3/3/2025                           | 3/5/2025                              | 3/12/2025      | LX3          | 2/24/2025                | 2/26/2025                                               | 3/5/2025                              | 3/12/2025    |
| Apr        | LM4             | 4/14/2025                | 4/15/2025                                               | 4/16/2025                         | 4/16/2025                      | 4/23/2025                             | 4/30/2025      | LH4                    | 3/26/2025                | 3/28/2025                                               | 4/1/2025                              | 4/1/2025                           | 4/3/2025                              | 4/11/2025      | LX4          | 3/26/2025                | 3/28/2025                                               | 4/3/2025                              | 4/11/2025    |
| May        | LM5             | 5/13/2025                | 5/15/2025                                               | 5/16/2025                         | 5/16/2025                      | 5/23/2025                             | 5/30/2025      | LH5                    | 4/26/2025                | 4/28/2025                                               | 5/1/2025                              | 5/1/2025                           | 5/5/2025                              | 5/12/2025      | LX5          | 4/26/2025                | 4/28/2025                                               | 5/5/2025                              | 5/12/2025    |
| Jun        | LM6             | 6/13/2025                | 6/13/2025                                               | 6/16/2025                         | 6/16/2025                      | 6/20/2025                             | 6/30/2025      | LH6                    | 5/27/2025                | 5/29/2025                                               | 6/2/2025                              | 6/2/2025                           | 6/5/2025                              | 6/12/2025      | LX6          | 5/27/2025                | 5/29/2025                                               | 6/5/2025                              | 6/12/2025    |
| Jul        | LM7             | 7/11/2025                | 7/15/2025                                               | 7/16/2025                         | 7/16/2025                      | 7/24/2025                             | 7/31/2025      | LH7                    | 6/25/2025                | 6/27/2025                                               | 7/1/2025                              | 7/1/2025                           | 7/2/2025                              | 7/11/2025      | LX7          | 6/25/2025                | 6/27/2025                                               | 7/2/2025                              | 7/11/2025    |
| Aug        | LM8             | 8/13/2025                | 8/15/2025                                               | 8/18/2025                         | 8/18/2025                      | 8/22/2025                             | 8/29/2025      | LH8                    | 7/27/2025                | 7/29/2025                                               | 8/1/2025                              | 8/1/2025                           | 8/5/2025                              | 8/12/2025      | LX8          | 7/27/2025                | 7/29/2025                                               | 8/5/2025                              | 8/12/2025    |
| Sep        | LM9             | 9/13/2025                | 9/15/2025                                               | 9/16/2025                         | 9/16/2025                      | 9/23/2025                             | 9/30/2025      | LH9                    | 8/27/2025                | 8/29/2025                                               | 9/1/2025                              | 9/1/2025                           | 9/5/2025                              | 9/12/2025      | LX9          | 8/27/2025                | 8/29/2025                                               | 9/5/2025                              | 9/12/2025    |
| Oct        | LM10            | 10/13/2025               | 10/15/2025                                              | 10/16/2025                        | 10/16/2025                     | 10/24/2025                            | 10/31/2025     | LH10                   | 9/27/2025                | 9/29/2025                                               | 10/1/2025                             | 10/1/2025                          | 10/3/2025                             | 10/10/2025     | LX10         | 9/27/2025                | 9/29/2025                                               | 10/3/2025                             | 10/10/2025   |
| Nov        | LM11            | 11/12/2025               | 11/14/2025                                              | 11/17/2025                        | 11/17/2025                     | 11/19/2025                            | 11/26/2025     | LH11                   | 10/27/2025               | 10/29/2025                                              | 11/3/2025                             | 11/3/2025                          | 11/5/2025                             | 11/12/2025     | LX11         | 10/27/2025               | 10/29/2025                                              | 11/5/2025                             | 11/12/2025   |
| Dec        | LM12            | 12/3/2025                | 12/5/2025                                               | 12/9/2025                         | 12/9/2025                      | 12/12/2025                            | 12/19/2025     | LH12                   | 11/29/2025               | 12/1/2025                                               | 12/1/2025                             | 12/1/2025                          | 12/5/2025                             | 12/12/2025     | LX12         | 11/29/2025               | 12/1/2025                                               | 12/5/2025                             | 12/12/2025   |
| 2026 Jan   | LM1             | 1/13/2026                | 1/15/2026                                               | 1/16/2026                         | 1/16/2026                      | 1/23/2026                             | 1/30/2026      | 2026 LH1               | 1/29/2026                | 12/17/2025                                              | 1/5/2026                              | 1/5/2026                           | 1/8/2026                              | 1/15/2026      | 2026 LX1     | 12/15/2025               | 12/17/2025                                              | 1/8/2026                              | 1/15/2026    |

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 LU\_Payroll@langston.edu.

**Dates for estimated leave for Monthly Exempt - December 9 thru 15, 2025**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 5, 2026 and no later than January 31, 2026. Adjustments must be submitted no later than January 15, 2026 to be reflected on the 2026 January LM1 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.

**Holiday payroll Monthly Student Hourly-November 2025**

Supervisors should request their students to submit their time on line by noon Nov 21st unless the students are required to work during the Thanksgiving break. In this case, students must submit their time no later than the Dec 1st at 10:00 am and must be approved by Dec 1st at noon.