

PAYROLL PROCESSING SCHEDULE
January 1, 2025 thru December 31, 2025

Posted to Website October 30, 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		
2024	2024						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	12/30/2024
Jan	PH1	1/15/2025	1/14/2025	1/16/2025	1/17/2025	1/27/2025	PM1	1/15/2025	1/16/2025	1/24/2025	1/31/2025
Feb	PH2	2/15/2025	2/14/2025	2/17/2025	2/20/2025	2/27/2025	PM2	2/14/2025	2/17/2025	2/21/2025	2/28/2025
Mar	PH3	3/15/2025	3/14/2025	3/14/2025	3/20/2025	3/27/2025	PM3	3/14/2025	3/14/2025	3/24/2025	3/31/2025
Apr	PH4	4/15/2025	4/14/2025	4/16/2025	4/18/2025	4/25/2025	PM4	4/15/2025	4/16/2025	4/23/2025	4/30/2025
May	PH5	5/15/2025	5/14/2025	5/16/2025	5/20/2025	5/27/2025	PM5	5/15/2025	5/16/2025	5/23/2025	5/30/2025
Jun	PH6	6/15/2025	6/13/2025	6/16/2025	6/20/2025	6/27/2025	PM6	6/16/2025	6/16/2025	6/20/2025	6/30/2025
Jul	PH7	7/15/2025	7/14/2025	7/16/2025	7/21/2025	7/28/2025	PM7	7/15/2025	7/16/2025	7/24/2025	7/31/2025
Aug	PH8	8/15/2025	8/14/2025	8/15/2025	8/20/2025	8/27/2025	PM8	8/15/2025	8/15/2025	8/22/2025	8/29/2025
Sep	PH9	9/15/2025	9/15/2025	9/16/2025	9/19/2025	9/26/2025	PM9	9/15/2025	9/16/2025	9/23/2025	9/30/2025
Oct	PH10	10/15/2025	10/14/2025	10/16/2025	10/20/2025	10/27/2025	PM10	10/15/2025	10/16/2025	10/24/2025	10/31/2025
Nov	PH11	11/15/2025	11/14/2025	11/14/2025	11/19/2025	11/26/2025	PM11	11/14/2025	11/17/2025	11/21/2025	11/28/2025
Dec	PH12	12/15/2025	12/15/2025	12/16/2025	12/18/2025	12/26/2025	PM12	12/15/2025	12/16/2025	12/22/2025	12/30/2025
2026	2026						2026				
Jan	PH1	1/15/2026	1/14/2026	1/16/2026	1/20/2026	1/27/2026	PM1	1/15/2026	1/16/2026	1/24/2026	1/31/2026

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 neopayroll@okstate.edu

Timesheet and Leave Report Approval and Submission for March Due March 14

All timesheets and leave reports for both hourly and monthly employees must be submitted and approved by end of day March 14th.

Monthly non-exempt (J E-Class) will defer submission of the PB1 MNE leave reports until January 5, 2026

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