LANGSTON PAYROLL SERVICES
PAYROLL PROCESSING SCHEDULE
January 1, 2027 thru December 31, 2027

Posted to Website November 3, 2026

		HOURLY					MONTHLY					SUPPLEMENTAL			
Pay Period	Mo	BNR ID	Documents to OSU Payroll and EPAFS(a) Ready to Apply 4:00 PM	Timesheet Submitted by 10:00 AM Approved by NOON	Final Payroll to the State 3:00 PM	Hourly Payday	BNR ID	Documents to OSU Payroll and EPAFS Ready to Apply 4:00 PM	Leave Reports Submitted by 10:00 AM Approved by NOON	Final Payroll to the State Friday 3:00 PM	Monthly 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
2026 Dec		LH1	12/15/2026	1/4/2027	1/5/2027	1/12/2027	LM12	12/7/2026	12/9/2026	12/16/2026	12/23/2026	LX1	1/4/2027	1/8/2027	1/15/2027
Jan	1	LH2	1/28/2027	2/1/2027	2/5/2027	2/12/2027	LM1	1/13/2027	1/19/2027	1/22/2027	1/29/2027	LX2	1/29/2027	2/5/2027	2/12/2027
Feb	2	LH3	2/25/2027	3/1/2027	3/5/2027	3/12/2027	LM2	2/12/2027	2/16/2027	2/19/2027	2/26/2027	LX3	2/26/2027	3/5/2027	3/12/2027
Mar	3	LH4	3/26/2027	4/1/2027	4/5/2027	4/12/2027	LM3	3/12/2027	3/12/2027	3/24/2027	3/31/2027	LX4	3/29/2027	4/5/2027	4/12/2027
Apr	4	LH5	4/27/2027	5/3/2027	5/5/2027	5/12/2027	LM4	4/13/2027	4/16/2027	4/23/2027	4/30/2027	LX5	4/28/2027	5/5/2027	5/12/2027
May	5	LH6	5/28/2027	6/1/2027	6/4/2027	6/11/2027	LM5	5/13/2027	5/17/2027	5/20/2027	5/28/2027	LX6	5/28/2027	6/4/2027	6/11/2027
Jun	6	LH7	6/25/2027	7/1/2027	7/2/2027	7/12/2027	LM6	6/11/2027	6/16/2027	6/21/2027	6/30/2027	LX7	6/25/2027	7/2/2027	7/12/2027
Jul	7	LH8	7/28/2027	8/2/2027	8/5/2027	8/12/2027	LM7	7/13/2027	7/16/2027	7/23/2027	7/30/2027	LX8	7/29/2027	8/5/2027	8/12/2027
Aug	8	LH9	8/25/2027	9/1/2027	9/2/2027	9/10/2027	LM8	8/13/2027	8/16/2027	8/24/2027	8/31/2027	LX9	8/27/2027	9/2/2027	9/10/2027
Sep	9	LH10	9/27/2027	10/1/2027	10/4/2027	10/12/2027	LM9	9/13/2027	9/16/2027	9/23/2027	9/30/2027	LX10	9/28/2027	10/4/2027	10/12/2027
Oct	10	LH11	10/28/2027	11/1/2027	11/4/2027	11/12/2027	LM10	10/13/2027	10/18/2027	10/22/2027	10/29/2027	LX11	10/29/2027	11/4/2027	11/12/2027
Nov	11	LH12	11/29/2027	12/1/2027	12/3/2027	12/10/2027	LM11	11/12/2027	11/16/2027	11/19/2027	11/30/2027	LX12	11/29/2027	12/3/2027	12/10/2027
Dec	12	LH1	12/16/2027	1/3/2028	1/5/2028	1/12/2028	LM12	12/3/2027	12/8/2027	12/15/2027	12/22/2027	LX1	1/4/2028	1/5/2028	1/12/2028
2028 Jan		LH2	1/28/2028	2/1/2028	2/4/2028	2/11/2028	LM1	1/13/2028	1/18/2028	1/24/2028	1/31/2028	LX2	1/28/2028	2/4/2028	2/11/2028

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 payroll.services@okstate.edu.

Winter Break Hourly Employees No Estimated Leave is necessary.

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

Winter Break Monthly Exempt Employees - Dates for Estimated Leave - December 8 thru 15

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2028 and no later than February 15, 2028. Adjustments must be submitted no later than January 13, 2028 to be reflected on the 2028 January LM1 paycheck.

Winter Break Monthly non-exempt (J E-Class) will defer submission of the LB MNE leave reports until January 17, 2028

Date for Fiscal Year End - June 21

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) **EPAF** Electronic Personnel Action Form