

**LANGSTON PAYROLL SERVICES  
PAYROLL PROCESSING SCHEDULE  
January 1, 2026 thru December 31, 2026**

| Posted to Website August 27, 2026 |                                                                                                      |                     |                     |                         |                  |                                                                                                                           |                     |                     |                   |                   |                                                                 |                     |                         |                  |
|-----------------------------------|------------------------------------------------------------------------------------------------------|---------------------|---------------------|-------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|-------------------|-------------------|-----------------------------------------------------------------|---------------------|-------------------------|------------------|
| Pay<br>Period Mo                  | HOURLY                                                                                               |                     |                     |                         |                  | MONTHLY                                                                                                                   |                     |                     |                   |                   | SUPPLEMENTAL                                                    |                     |                         |                  |
|                                   | Documents to<br>OSU Payroll Timesheet<br>and EPAFS(a)Submitted by<br>Ready 10:00 AM Final<br>Payroll |                     |                     |                         |                  | Documents to<br>OSU Payroll Leave<br>and EPAFS Reports<br>Ready Submitted by<br>10:00 AM Final<br>Payroll<br>to the State |                     |                     |                   |                   | Documents to<br>OSU Payroll<br>and EPAFS Ready Final<br>Payroll |                     |                         |                  |
|                                   | BNR<br>ID                                                                                            | to Apply<br>4:00 PM | Approved by<br>NOON | to the State<br>3:00 PM | Hourly<br>Payday | BNR<br>ID                                                                                                                 | to Apply<br>4:00 PM | Approved by<br>NOON | Friday<br>3:00 PM | Monthly<br>Payday | BNR<br>ID                                                       | to Apply<br>4:00 PM | to the State<br>3:00 PM | Supp'l<br>Payday |
| 2025<br>Dec                       | LH1                                                                                                  | 12/18/2025          | 12/19/2025          | 1/5/2026                | 1/12/2026        | 2025<br>LM12                                                                                                              | 12/3/2025           | 12/9/2025           | 12/12/2025        | 12/19/2025        | LX1                                                             | 12/15/2025          | 1/8/2026                | 1/15/2026        |
| Jan 1                             | LH2                                                                                                  | 1/27/2026           | 2/3/2026            | 2/5/2026                | 2/12/2026        | LM1                                                                                                                       | 1/13/2026           | 1/16/2026           | 1/23/2026         | 1/30/2026         | LX2                                                             | 1/27/2026           | 2/5/2026                | 2/12/2026        |
| Feb 2                             | LH3                                                                                                  | 2/25/2026           | 3/2/2026            | 3/5/2026                | 3/12/2026        | LM2                                                                                                                       | 2/13/2026           | 2/16/2026           | 2/20/2026         | 2/27/2026         | LX3                                                             | 2/26/2026           | 3/5/2026                | 3/12/2026        |
| Mar 3                             | LH4                                                                                                  | 3/27/2026           | 4/1/2026            | 4/3/2026                | 4/10/2026        | LM3                                                                                                                       | 3/13/2026           | 3/16/2026           | 3/24/2026         | 3/31/2026         | LX4                                                             | 3/30/2026           | 4/6/2026                | 4/13/2026        |
| Apr 4                             | LH5                                                                                                  | 4/27/2026           | 5/1/2026            | 5/5/2026                | 5/12/2026        | LM4                                                                                                                       | 4/13/2026           | 4/16/2026           | 4/23/2026         | 4/30/2026         | LX5                                                             | 4/28/2026           | 5/5/2026                | 5/12/2026        |
| May 5                             | LH6                                                                                                  | 5/28/2026           | 6/1/2026            | 6/5/2026                | 6/12/2026        | LM5                                                                                                                       | 5/13/2026           | 5/18/2026           | 5/21/2026         | 5/29/2026         | LX6                                                             | 5/29/2026           | 6/5/2026                | 6/12/2026        |
| Jun 6                             | LH7                                                                                                  | 6/26/2026           | 6/30/2026           | 7/2/2026                | 7/10/2026        | LM6                                                                                                                       | 6/12/2026           | 6/16/2026           | 6/22/2026         | 6/30/2026         | LX7                                                             | 6/29/2026           | 7/6/2026                | 7/13/2026        |
| Jul 7                             | LH8                                                                                                  | 7/28/2026           | 8/3/2026            | 8/5/2026                | 8/12/2026        | LM7                                                                                                                       | 7/13/2026           | 7/16/2026           | 7/24/2026         | 7/31/2026         | LX8                                                             | 7/29/2026           | 8/5/2026                | 8/12/2026        |
| Aug 8                             | LH9                                                                                                  | 8/28/2026           | 9/1/2026            | 9/3/2026                | 9/11/2026        | LM8                                                                                                                       | 8/13/2026           | 8/17/2026           | 8/24/2026         | 8/31/2026         | LX9                                                             | 9/1/2026            | 9/8/2026                | 9/15/2026        |
| Sep 9                             | LH10                                                                                                 | 9/25/2026           | 10/1/2026           | 10/2/2026               | 10/9/2026        | LM9                                                                                                                       | 9/11/2026           | 9/16/2026           | 9/23/2026         | 9/30/2026         | LX10                                                            | 9/28/2026           | 10/5/2026               | 10/13/2026       |
| Oct 10                            | LH11                                                                                                 | 10/28/2026          | 11/2/2026           | 11/4/2026               | 11/12/2026       | LM10                                                                                                                      | 10/13/2026          | 10/16/2026          | 10/23/2026        | 10/30/2026        | LX11                                                            | 10/27/2026          | 11/4/2026               | 11/13/2026       |
| Nov 11                            | LH12                                                                                                 | 11/24/2026          | 12/1/2026           | 12/4/2026               | 12/11/2026       | LM11                                                                                                                      | 11/11/2026          | 11/16/2026          | 11/19/2026        | 11/30/2026        | LX12                                                            | 11/30/2026          | 12/7/2026               | 12/14/2026       |
| Dec 12                            | LH1                                                                                                  | 12/15/2026          | 12/18/2026          | 1/5/2027                | 1/12/2027        | LM12                                                                                                                      | 12/4/2026           | 12/9/2026           | 12/16/2026        | 12/23/2026        | LX1                                                             | 1/4/2027            | 1/8/2027                | 1/15/2027        |
| 2027<br>Jan                       | 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        |

**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 - Dates for Estimated Leave - December 18 thru 31**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 4, 2027 and no later than January 31, 2027. Adjustments must be submitted no later than January 28, 2027 to be reflected on the 2027 January LH2 paycheck.

**Winter Break Monthly Exempt Employees - Dates for Estimated Leave - December 9 thru 15**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 4, 2027 and no later than January 31, 2027. Adjustments must be submitted no later than January 13, 2027 to be reflected on the 2027 January LM1 paycheck.

**Winter Break Monthly non-exempt (J E-Class) will defer submission of the LB MNE leave reports until January 18, 2027**

**Date for Fiscal Year End - June 22**

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