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

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
2025 Dec		LH1	12/18/2025	12/19/2025	1/5/2026	1/12/2026	2025 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	11/20/2026	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	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
2027 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 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 9 thru 15

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2027 and no later than February 15, 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