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

Posted to Website November 3, 2026

	HOURLY							MONTHLY				
Pay Period	BNR ID	Pay Period End	Documents to OSU Payroll and EPAFS(a) Ready to Apply 4:00 PM	Timesheet Approvals Due by NOON	Final Adjustments Due 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 Approvals Due by NOON	Final Payroll to the State Friday 3:00 PM	Monthly Payday
2026 Dec	PH12	12/15/2026	12/14/2026	12/15/2026	12/15/2026	12/17/2026	12/24/2026	2026 PM12	12/14/2026	12/16/2026	12/22/2026	12/31/2026
Jan	PH1	1/15/2027	1/13/2027	1/19/2027	1/19/2027	1/20/2027	1/27/2027	PM1	1/13/2027	1/19/2027	1/22/2027	1/29/2027
Feb	PH2	2/15/2027	2/12/2027	2/16/2027	2/16/2027	2/19/2027	2/26/2027	PM2	2/15/2027	2/16/2027	2/19/2027	2/26/2027
Mar	PH3	3/15/2027	3/12/2027	3/12/2027	3/12/2027	3/19/2027	3/26/2027	PM3	3/12/2027	3/12/2027	3/24/2027	3/31/2027
Apr	PH4	4/15/2027	4/14/2027	4/16/2027	4/16/2027	4/20/2027	4/27/2027	PM4	4/15/2027	4/16/2027	4/23/2027	4/30/2027
May	PH5	5/15/2027	5/14/2027	5/17/2027	5/17/2027	5/20/2027	5/27/2027	PM5	5/14/2027	5/17/2027	5/20/2027	5/28/2027
Jun	PH6	6/15/2027	6/11/2027	6/16/2027	6/16/2027	6/17/2027	6/25/2027	PM6	6/15/2027	6/16/2027	6/21/2027	6/30/2027
Jul	PH7	7/15/2027	7/14/2027	7/16/2027	7/16/2027	7/20/2027	7/27/2027	PM7	7/15/2027	7/16/2027	7/23/2027	7/30/2027
Aug	PH8	8/15/2027	8/13/2027	8/16/2027	8/16/2027	8/20/2027	8/27/2027	PM8	8/13/2027	8/16/2027	8/24/2027	8/31/2027
Sep	PH9	9/15/2027	9/14/2027	9/16/2027	9/16/2027	9/20/2027	9/27/2027	PM9	9/15/2027	9/16/2027	9/23/2027	9/30/2027
Oct	PH10	10/15/2027	10/14/2027	10/18/2027	10/18/2027	10/20/2027	10/27/2027	PM10	10/15/2027	10/18/2027	10/22/2027	10/29/2027
Nov	PH11	11/15/2027	11/12/2027	11/16/2027	11/16/2027	11/17/2027	11/24/2027	PM11	11/15/2027	11/16/2027	11/19/2027	11/30/2027
Dec	PH12	12/15/2027	12/14/2027	12/15/2027	12/15/2027	12/17/2027	12/24/2027	PM12	12/14/2027	12/16/2027	12/22/2027	12/31/2027
2028 Jan	2028 PH1	1/15/2028	1/14/2028	1/19/2028	1/19/2028	1/20/2028	1/27/2028	2028 PM1	1/14/2028	1/19/2028	1/24/2028	1/31/2028

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 - Dates for Estimated Leave - December 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 14, 2028 to be reflected on the 2028 January PH1 paycheck.

Winter Break Dates for Estimated Leave - December 15

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

Monthly non-exempt (J E-Class) will defer submission of the PB 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