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

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
2025 Dec	2025 PH12	12/15/2025	12/15/2025	12/16/2025	12/16/2025	12/18/2025	12/26/2025	2025 PM12	12/15/2025	12/16/2025	12/22/2025	12/31/2025
Jan	PH1	1/15/2026	1/13/2026	1/16/2026	1/16/2026	1/20/2026	1/27/2026	PM1	1/13/2026	1/16/2026	1/23/2026	1/30/2026
Feb	PH2	2/15/2026	2/13/2026	2/16/2026	2/16/2026	2/20/2026	2/27/2026	PM2	2/13/2026	2/16/2026	2/20/2026	2/27/2026
Mar	PH3	3/15/2026	3/13/2026	3/13/2026	3/13/2026	3/20/2026	3/27/2026	PM3	3/13/2026	3/13/2026	3/24/2026	3/31/2026
Apr	PH4	4/15/2026	4/14/2026	4/16/2026	4/16/2026	4/20/2026	4/27/2026	PM4	4/15/2026	4/16/2026	4/23/2026	4/30/2026
May	PH5	5/15/2026	5/14/2026	5/18/2026	5/18/2026	5/19/2026	5/27/2026	PM5	5/15/2026	5/18/2026	5/21/2026	5/29/2026
Jun	PH6	6/15/2026	6/12/2026	6/16/2026	6/16/2026	6/18/2026	6/26/2026	PM6	6/15/2026	6/16/2026	6/22/2026	6/30/2026
Jul	PH7	7/15/2026	7/14/2026	7/16/2026	7/16/2026	7/20/2026	7/27/2026	PM7	7/15/2026	7/16/2026	7/24/2026	7/31/2026
Aug	PH8	8/15/2026	8/14/2026	8/17/2026	8/17/2026	8/20/2026	8/27/2026	PM8	8/14/2026	8/17/2026	8/24/2026	8/31/2026
Sep	PH9	9/15/2026	9/14/2026	9/16/2026	9/16/2026	9/18/2026	9/25/2026	PM9	9/15/2026	9/16/2026	9/23/2026	9/30/2026
Oct	PH10	10/15/2026	10/14/2026	10/16/2026	10/16/2026	10/20/2026	10/27/2026	PM10	10/15/2026	10/16/2026	10/23/2026	10/30/2026
Nov	PH11	11/15/2026	11/12/2026	11/13/2026	11/13/2026	11/18/2026	11/25/2026	PM11	11/12/2026	11/16/2026	11/19/2026	11/30/2026
Dec	PH12	12/15/2026	12/14/2026	12/15/2026	12/15/2026	12/17/2026	12/24/2026	PM12	12/14/2026	12/16/2026	12/22/2026	12/31/2026
2027 Jan	2027 PH1	1/15/2027	1/13/2027	1/19/2027	1/19/2027	1/20/2027	1/27/2027	2027 PM1	1/13/2027	1/19/2027	1/22/2027	1/29/2027

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 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 PH1 paycheck.

No Winter Break Estimated Leave is necessary.

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 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