

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

Posted to Website December 10, 2025														
Pay Period Mo	HOURLY					MONTHLY					SUPPLEMENTAL			
	Documents to OSU Payroll Timesheet and EPAFS(a)Submitted by Ready 10:00 AM Final to Apply Approved by Payroll 4:00 PM NOON 3:00 PM BNR ID					Documents to OSU Payroll Leave and EPAFS Submitted by Reports Ready 10:00 AM Final to Apply Approved by to the State 4:00 PM NOON 3:00 PM BNR ID					Documents to OSU Payroll and EPAFS Ready Final to Apply to the State 4:00 PM 3:00 PM BNR ID			
2025 Dec	LH1	12/18/2025	12/19/2025	1/5/2026	1/12/2026	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	3/29/2026	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	5/16/2026	5/21/2026	5/29/2026	LX6	5/29/2026	6/5/2026	6/12/2026
Jun 6	LH7	6/26/2026	7/1/2026	7/2/2026	7/10/2026	LM6	6/12/2026	6/16/2026	6/18/2026	6/30/2026	LX7	6/28/2026	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	8/16/2026	8/24/2026	8/31/2026	LX9	8/29/2026	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	11/5/2026	11/12/2026	LM10	10/13/2026	10/16/2026	10/23/2026	10/30/2026	LX11	10/29/2026	11/4/2026	11/12/2026
Nov 11	LH12	11/25/2026	12/1/2026	12/2/2026	12/10/2026	LM11	11/13/2026	11/16/2026	11/20/2026	11/30/2026	LX12	11/28/2026	12/7/2026	12/14/2026
Dec 12	LH1	12/18/2026	12/18/2026	1/5/2027	1/12/2027	LM12	12/4/2026	12/8/2026	12/11/2026	12/18/2026	LX1	12/14/2026	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	1/16/2027	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 17 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 7 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 4, 2027

Date for Fiscal Year End - June 18

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