OSU PAYROLL SERVICES
MONTHLY PAYROLL PROCESSING SCHEDULE
January 1, 2024 thru June 30, 2024

Pay Period	BNR ID	REGULAR Paper ENPs EPAFs Ready to Apply by 4:00 PM	Leave Reports Due by 10:00 AM	Leave Approvals Due by NOON	Final Payroll to the State 3:00 PM	Regular Payday	BNR ID	SUPPLEMENTAL Paper ENPs EPAFs Ready to Apply by 4:00 PM	Final Payroll to the State 3:00 PM	Supp'l Payday
2023 Dec	JM12	12/8/2023	12/11/2023	12/11/2023	12/14/2023	12/21/2023	JX1	12/21/2023	1/5/2024	1/12/2024
Jan	JM1	1/12/2024	1/16/2024	1/16/2024	1/24/2024	1/31/2024	JX2	1/29/2024	2/5/2024	2/12/2024
Feb	JM2	2/15/2024	2/16/2024	2/16/2024	2/22/2024	2/29/2024	JX3	2/27/2024	3/5/2024	3/12/2024
Mar	JM3	3/15/2024	3/18/2024	3/18/2024	3/22/2024	3/29/2024	JX4	3/29/2024	4/5/2024	4/12/2024
Apr	JM4	4/15/2024	4/16/2024	4/16/2024	4/23/2024	4/30/2024	JX5	4/29/2024	5/6/2024	5/13/2024
May	JM5	5/15/2024	5/16/2024	5/16/2024	5/23/2024	5/31/2024	JX6	5/29/2024	6/5/2024	6/12/2024
Jun	JM6	6/12/2024	6/17/2024	6/17/2024	6/20/2024	6/28/2024	JX7	6/28/2024	7/5/2024	7/12/2024
Jul	JM7	7/15/2024	7/16/2024	7/16/2024	7/24/2024	7/31/2024	JX8	7/29/2024	8/5/2024	8/12/2024

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.

The earliest effective date for Board forms is Monday after the Board meeting.
If Board forms do not meet Payroll schedules, they will be processed the following month.
If you have questions about Board processing, please call Academic Affairs (405) 744-5627

    (a) **ENP**   Exception to Normal Pay (paper)
    (b) **EPAF** Electronic Personnel Action Form