

**OSU PAYROLL SERVICES**  
**MONTHLY PAYROLL PROCESSING SCHEDULE**  
**July 1, 2024 thru December 31, 2024**

**Posted to Website November 11, 2024**

	REGULAR						SUPPLEMENTAL			
Pay Period	BNR ID	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	Paper ENPs EPAFs Ready to Apply by 4:00 PM	Final Payroll to the State 3:00 PM	Supp'l Payday
Jun	JM6	6/13/2024	6/17/2024	6/17/2024	6/20/2024	6/28/2024	JX7	6/27/2024	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
Aug	JM8	8/15/2024	8/16/2024	8/16/2024	8/23/2024	8/30/2024	JX9	8/29/2024	9/5/2024	9/12/2024
Sep	JM9	9/13/2024	9/16/2024	9/16/2024	9/23/2024	9/30/2024	JX10	9/27/2024	10/4/2024	10/11/2024
Oct	JM10	10/15/2024	10/16/2024	10/16/2024	10/24/2024	10/31/2024	JX11	10/29/2024	11/5/2024	11/12/2024
Nov	JM11	11/15/2024	11/18/2024	11/18/2024	11/20/2024	11/27/2024	JX12	11/26/2024	12/5/2024	12/12/2024
Dec	JM12	12/6/2024	12/9/2024	12/9/2024	12/13/2024	12/20/2024	JX1	1/2/2025	1/7/2025	1/14/2025
Jan	JM1	1/15/2025	1/16/2025	1/16/2025	1/24/2025	1/31/2025	JX2	1/29/2025	2/5/2025	2/12/2025

**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.

**Monthly non-exempt (J E-Class) will defer submission of the JB1 MNE leave reports until January 6, 2025**

**Dates for estimated leave for monthly exempt - December 9 thru 15**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 2, 2025 and no later than January 31, 2025. Adjustments must be submitted no later than January 15, 2025 to be reflected on the 2025 January JM1 paycheck.

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