

OSU PAYROLL SERVICES
MONTHLY PAYROLL PROCESSING SCHEDULE
January 1, 2025 thru June 30, 2025

Posted to Website October 31, 2024										
	REGULAR						SUPPLEMENTAL			
Pay Period	Paper ENPs						Paper ENPs			
	BNR ID	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	EPAFs Ready to Apply by 4:00 PM	Final Payroll to the State 3:00 PM	Supp'l Payday
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	1/13/2025	1/16/2025	1/16/2025	1/24/2025	1/31/2025	JX2	1/29/2025	2/5/2025	2/12/2025
Feb	JM2	2/14/2025	2/17/2025	2/17/2025	2/21/2025	2/28/2025	JX3	2/26/2025	3/5/2025	3/12/2025
Mar	JM3	3/14/2025	3/17/2025	3/17/2025	3/24/2025	3/31/2025	JX4	3/28/2025	4/3/2025	4/11/2025
Apr	JM4	4/15/2025	4/16/2025	4/16/2025	4/23/2025	4/30/2025	JX5	4/28/2025	5/5/2025	5/12/2025
May	JM5	5/15/2025	5/16/2025	5/16/2025	5/23/2025	5/30/2025	JX6	5/29/2025	6/5/2025	6/12/2025
Jun	JM6	6/16/2025	6/16/2025	6/16/2025	6/20/2025	6/30/2025	JX7	6/27/2025	7/2/2025	7/11/2025
Jul	JM7	7/15/2025	7/16/2025	7/16/2025	7/24/2025	7/31/2025	JX8	7/29/2025	8/5/2025	8/12/2025

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.

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