

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

Posted to Website June 2, 2025											
	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	
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	5/22/2025	5/30/2025	JX6	5/29/2025	6/5/2025	6/12/2025	
Jun	JM6	6/13/2025	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