

**OSU PAYROLL SERVICES
MONTHLY PAYROLL PROCESSING SCHEDULE**

July 1, 2025 thru December 31, 2025

Posted to Website September 25, 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
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
Aug	JM8	8/15/2025	8/18/2025	8/18/2025	8/22/2025	8/29/2025	JX9	8/29/2025	9/5/2025	9/12/2025
Sep	JM9	9/15/2025	9/16/2025	9/16/2025	9/23/2025	9/30/2025	JX10	9/29/2025	10/6/2025	10/14/2025
Oct	JM10	10/15/2025	10/16/2025	10/16/2025	10/24/2025	10/31/2025	JX11	10/29/2025	11/5/2025	11/12/2025
Nov	JM11	11/14/2025	11/17/2025	11/17/2025	11/21/2025	11/26/2025	JX12	12/1/2025	12/5/2025	12/12/2025
Dec	JM12	12/5/2025	12/9/2025	12/9/2025	12/12/2025	12/19/2025	JX1	12/17/2025	1/8/2026	1/15/2026
Jan	JM1	1/15/2026	1/16/2026	1/16/2026	1/22/2026	1/30/2026	JX2	1/29/2026	2/5/2026	2/12/2026

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 JBI MNE leave reports until January 5, 2026

Dates for estimated leave for monthly exempt - December 8 thru 15

Estimated hours must be adjusted for actual hours worked as soon as possible after January 5, 2026 and no later than January 31, 2026. Adjustments must be submitted no later than January 15, 2026 to be reflected on the 2026 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