



HUMAN RESOURCES/PAYROLL SERVICES
 LANGSTON UNIVERSITY PAYROLL PROCESSING SCHEDULE
 January 1, 2024 thru December 31, 2024

Pay Period	REGULAR MONTHLY					MONTHLY HOURLY				SUPPLEMENTAL			
	BNR ID	EPAF Approval Deadline 4:00 PM	Leave Approvals Due by NOON	Final Payroll Due To State by 3:00 PM	Regular Payday	BNR ID	Documents to Payroll and EPAF Approval Deadline 4:00 PM	Final Payroll Due To State by 3:00 PM	Supp'l Payday	BNR ID	Documents to Payroll and EPAF Approval Deadline 4:00 PM	Final Payroll Due To State by 3:00 PM	Supp'l Payday
2023 Dec	LM12	12/11/2023	12/12/2023	12/15/2023	12/22/2023	LH1	1/2/2024	1/5/2024	1/12/2024	LX1	1/2/2024	1/5/2024	1/12/2024
Jan	LM1	1/12/2024	1/16/2024	1/24/2024	1/31/2024	LH2	1/29/2024	2/5/2024	2/12/2024	LX2	1/29/2024	2/5/2024	2/12/2024
Feb	LM2	2/14/2024	2/15/2024	2/22/2024	2/29/2024	LH3	2/27/2024	3/5/2024	3/12/2024	LX3	2/27/2024	3/5/2024	3/12/2024
Mar	LM3	3/13/2024	3/15/2024	3/22/2024	3/29/2024	LH4	3/29/2024	4/5/2024	4/12/2024	LX4	3/29/2024	4/5/2024	4/12/2024
Apr	LM4	4/15/2024	4/16/2024	4/23/2024	4/30/2024	LH5	4/29/2024	5/6/2024	5/13/2024	LX5	4/29/2024	5/6/2024	5/13/2024
May	LM5	5/15/2024	5/16/2024	5/23/2024	5/31/2024	LH6	5/29/2024	6/5/2024	6/12/2024	LX6	5/29/2024	6/5/2024	6/12/2024
Jun	LM6	6/13/2024	6/17/2024	6/20/2024	6/28/2024	LH7	6/28/2024	7/5/2024	7/12/2024	LX7	6/28/2024	7/5/2024	7/12/2024
Jul	LM7	7/15/2024	7/16/2024	7/24/2024	7/31/2024	LH8	7/29/2024	8/5/2024	8/12/2024	LX8	7/29/2024	8/5/2024	8/12/2024
Aug	LM8	8/15/2024	8/16/2024	8/23/2024	8/30/2024	LH9	8/29/2024	9/5/2024	9/12/2024	LX9	8/29/2024	9/5/2024	9/12/2024
Sep	LM9	9/13/2024	9/16/2024	9/23/2024	9/30/2024	LH10	9/27/2024	10/4/2024	10/11/2024	LX10	9/27/2024	10/4/2024	10/11/2024
Oct	LM10	10/15/2024	10/16/2024	10/24/2024	10/31/2024	LH11	10/29/2024	11/4/2024	11/12/2024	LX11	10/29/2024	11/4/2024	11/12/2024
Nov	LM11	11/15/2024	11/18/2024	11/20/2024	11/27/2024	LH12	11/27/2024	12/5/2024	12/12/2024	LX12	11/27/2024	12/5/2024	12/12/2024
Dec	LM12	12/6/2024	12/9/2024	12/13/2024	12/20/2024	LH1	1/2/2025	1/7/2025	1/13/2025	LX1	1/2/2025	1/7/2025	1/13/2025
2025 Jan	LM1		1/16/2025	1/24/2025	1/31/2025	2025 LH2	1/29/2025	2/5/2025	2/12/2025	2025 LX2	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@langston.edu.

Leave Report Approval and Submission for March Due March 15

All leave reports for monthly employees must be submitted and approved by end of day March 15th.

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 LM1 paycheck.

Date for Fiscal Year End - June 20

The final payroll for the fiscal year end must be submitted to the state no later than this date in order to meet fiscal year end deadlines.