

**LANGSTON PAYROLL SERVICES  
PAYROLL PROCESSING SCHEDULE  
January 1, 2026 thru December 31, 2026**

Posted to Website June 12, 2026																				
Pay Period Mo	HOURLY					MONTHLY					SUPPLEMENTAL									
	BNR ID	Documents to OSU Payroll and EPAFS(a) Ready to Apply		Timesheet Submitted by 10:00 AM Approved by NOON		Final Payroll to the State 3:00 PM	Hourly Payday	BNR ID	Documents to OSU Payroll and EPAFS Ready to Apply		Leave Reports Submitted by 10:00 AM Approved by NOON		Final Payroll to the State Friday 3:00 PM	Monthly Payday	BNR ID	Documents to OSU Payroll and EPAFS Ready to Apply		Final Payroll to the State 3:00 PM		Supp'l Payday
		4:00 PM	4:00 PM	4:00 PM	4:00 PM				4:00 PM	4:00 PM	4:00 PM	4:00 PM				4:00 PM	4:00 PM	4:00 PM	4:00 PM	
2025 Dec	LH1	12/18/2025	12/19/2025	1/5/2026	1/12/2026	LM12	12/3/2025	12/9/2025	12/12/2025	12/19/2025	LX1	12/15/2025	1/8/2026	1/15/2026						
Jan 1	LH2	1/27/2026	2/3/2026	2/5/2026	2/12/2026	LM1	1/13/2026	1/16/2026	1/23/2026	1/30/2026	LX2	1/27/2026	2/5/2026	2/12/2026						
Feb 2	LH3	2/25/2026	3/2/2026	3/5/2026	3/12/2026	LM2	2/13/2026	2/16/2026	2/20/2026	2/27/2026	LX3	2/26/2026	3/5/2026	3/12/2026						
Mar 3	LH4	3/27/2026	4/1/2026	4/3/2026	4/10/2026	LM3	3/13/2026	3/16/2026	3/24/2026	3/31/2026	LX4	3/30/2026	4/6/2026	4/13/2026						
Apr 4	LH5	4/27/2026	5/1/2026	5/5/2026	5/12/2026	LM4	4/13/2026	4/16/2026	4/23/2026	4/30/2026	LX5	4/28/2026	5/5/2026	5/12/2026						
May 5	LH6	5/28/2026	6/1/2026	6/5/2026	6/12/2026	LM5	5/13/2026	5/18/2026	5/21/2026	5/29/2026	LX6	5/29/2026	6/5/2026	6/12/2026						
Jun 6	LH7	6/26/2026	6/30/2026	7/2/2026	7/10/2026	LM6	6/12/2026	6/16/2026	6/22/2026	6/30/2026	LX7	6/28/2026	7/6/2026	7/13/2026						
Jul 7	LH8	7/28/2026	8/3/2026	8/5/2026	8/12/2026	LM7	7/13/2026	7/16/2026	7/24/2026	7/31/2026	LX8	7/29/2026	8/5/2026	8/12/2026						
Aug 8	LH9	8/28/2026	9/1/2026	9/3/2026	9/11/2026	LM8	8/13/2026	8/17/2026	8/24/2026	8/31/2026	LX9	8/29/2026	9/8/2026	9/15/2026						
Sep 9	LH10	9/25/2026	10/1/2026	10/2/2026	10/9/2026	LM9	9/11/2026	9/16/2026	9/23/2026	9/30/2026	LX10	9/28/2026	10/5/2026	10/13/2026						
Oct 10	LH11	10/28/2026	11/2/2026	11/5/2026	11/12/2026	LM10	10/13/2026	10/16/2026	10/23/2026	10/30/2026	LX11	10/29/2026	11/4/2026	11/12/2026						
Nov 11	LH12	11/25/2026	12/1/2026	12/2/2026	12/10/2026	LM11	11/13/2026	11/16/2026	11/20/2026	11/30/2026	LX12	11/28/2026	12/7/2026	12/14/2026						
Dec 12	LH1	12/18/2026	12/18/2026	1/5/2027	1/12/2027	LM12	12/4/2026	12/8/2026	12/11/2026	12/18/2026	LX1	12/14/2026	1/8/2027	1/15/2027						
2027 Jan	LH2	1/28/2027	2/1/2027	2/5/2027	2/12/2027	LM1	1/13/2027	1/16/2027	1/22/2027	1/29/2027	LX2	1/29/2027	2/5/2027	2/12/2027						

**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.

**Winter Break Hourly Employees - Dates for Estimated Leave - December 17 thru 31**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 4, 2027 and no later than January 31, 2027. Adjustments must be submitted no later than January 28, 2027 to be reflected on the 2027 January LH2 paycheck.

**Winter Break Monthly Exempt Employees - Dates for Estimated Leave - December 7 thru 15**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 4, 2027 and no later than January 31, 2027. Adjustments must be submitted no later than January 13, 2027 to be reflected on the 2027 January LM1 paycheck.

**Winter Break Monthly non-exempt (J E-Class) will defer submission of the LB MNE leave reports until January 18, 2027**

**Date for Fiscal Year End - June 22**

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.

- (a) **EPAF** Electronic Personnel Action Form