

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

Posted to Website April 29, 2026

Pay Period	HOURLY								MONTHLY				
	BNR ID	Pay Period End	Documents to OSU Payroll and EPAFS(a)	Timesheet	Final Adjustments	Final Payroll to the State	Hourly Payday	BNR ID	Documents to OSU Payroll and EPAFS	Leave Approvals Due by	Final Payroll to the State Friday	Monthly Payday	
			Ready to Apply	Approvals Due by	Due by	3:00 PM	4:00 PM		NOON	3:00 PM	4:00 PM	NOON	3:00 PM
2025 Dec	PH12	12/15/2025	12/15/2025	12/16/2025	12/16/2025	12/18/2025	12/26/2025	PM12	12/15/2025	12/16/2025	12/22/2025	12/31/2025	
Jan	PH1	1/15/2026	1/13/2026	1/16/2026	1/16/2026	1/20/2026	1/27/2026	PM1	1/13/2026	1/16/2026	1/23/2026	1/30/2026	
Feb	PH2	2/15/2026	2/13/2026	2/16/2026	2/16/2026	2/20/2026	2/27/2026	PM2	2/13/2026	2/16/2026	2/20/2026	2/27/2026	
Mar	PH3	3/15/2026	3/13/2026	3/13/2026	3/13/2026	3/20/2026	3/27/2026	PM3	3/13/2026	3/13/2026	3/24/2026	3/31/2026	
Apr	PH4	4/15/2026	4/14/2026	4/16/2026	4/16/2026	4/20/2026	4/27/2026	PM4	4/15/2026	4/16/2026	4/23/2026	4/30/2026	
May	PH5	5/15/2026	5/14/2026	5/18/2026	5/18/2026	5/19/2026	5/27/2026	PM5	5/15/2026	5/18/2026	5/21/2026	5/29/2026	
Jun	PH6	6/15/2026	6/12/2026	6/16/2026	6/16/2026	6/18/2026	6/26/2026	PM6	6/15/2026	6/16/2026	6/22/2026	6/30/2026	
Jul	PH7	7/15/2026	7/14/2026	7/16/2026	7/16/2026	7/20/2026	7/27/2026	PM7	7/15/2026	7/16/2026	7/24/2026	7/31/2026	
Aug	PH8	8/15/2026	8/14/2026	8/17/2026	8/17/2026	8/20/2026	8/27/2026	PM8	8/14/2026	8/17/2026	8/24/2026	8/31/2026	
Sep	PH9	9/15/2026	9/14/2026	9/16/2026	9/16/2026	9/18/2026	9/25/2026	PM9	9/15/2026	9/16/2026	9/23/2026	9/30/2026	
Oct	PH10	10/15/2026	10/14/2026	10/16/2026	10/16/2026	10/20/2026	10/27/2026	PM10	10/15/2026	10/16/2026	10/23/2026	10/30/2026	
Nov	PH11	11/15/2026	11/13/2026	11/16/2026	11/16/2026	11/18/2026	11/25/2026	PM11	11/13/2026	11/16/2026	11/21/2026	11/30/2026	
Dec	PH12	12/15/2026	12/14/2026	12/15/2026	12/15/2026	12/17/2026	12/24/2026	PM12	12/14/2026	12/16/2026	12/18/2026	12/31/2026	
2027 Jan	PH1	1/15/2027	1/14/2027	1/18/2027	1/18/2027	1/20/2027	1/27/2027	PM1	1/15/2027	1/18/2027	1/20/2027	1/29/2027	

**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 Dates for Estimated Leave - December 14 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 15, 2027 to be reflected on the 2027 January paycheck.

**Monthly non-exempt (J E-Class) will defer submission of the PB 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