

MONTHLY PAYROLL PROCESSING SCHEDULE
January 1, 2025 thru December 31, 2025

Posted to Website October 30, 2024

Pay Period	REGULAR					SUPPLEMENTAL			
	BNR ID	Documents to OSU Payroll and EPAFS		Final Payroll to the State	Regular Payday	BNR ID	Documents to OSU Payroll and EPAFS		Supp'l Payday
		Ready to Apply	Leave Approvals Due by	Friday 3:00 PM			Ready to Apply	Final Payroll to the State	
2024									
Dec	NM12	12/6/2024	12/9/2024	12/13/2024	12/20/2024	NX1	1/2/2025	1/7/2025	1/14/2025
Jan	NM1	1/13/2025	1/16/2025	1/24/2025	1/31/2025	NX2	1/29/2025	2/5/2025	2/12/2025
Feb	NM2	2/14/2025	2/17/2025	2/21/2025	2/28/2025	NX3	2/26/2025	3/5/2025	3/12/2025
Mar	NM3	3/14/2025	3/14/2025	3/24/2025	3/31/2025	NX4	3/28/2025	4/3/2025	4/11/2025
Apr	NM4	4/15/2025	4/16/2025	4/23/2025	4/30/2025	NX5	4/28/2025	5/5/2025	5/12/2025
May	NM5	5/15/2025	5/16/2025	5/23/2025	5/30/2025	NX6	5/29/2025	6/5/2025	6/12/2025
Jun	NM6	6/16/2025	6/16/2025	6/20/2025	6/30/2025	NX7	6/27/2025	7/2/2025	7/11/2025
Jul	NM7	7/15/2025	7/16/2025	7/24/2025	7/31/2025	NX8	7/29/2025	8/5/2025	8/12/2025
Aug	NM8	8/15/2025	8/15/2025	8/22/2025	8/29/2025	NX9	8/29/2025	9/5/2025	9/12/2025
Sep	NM9	9/15/2025	9/16/2025	9/23/2025	9/30/2025	NX10	9/29/2025	10/8/2025	10/14/2025
Oct	NM10	10/15/2025	10/15/2025	10/24/2025	10/31/2025	NX11	10/29/2025	11/5/2025	11/12/2025
Nov	NM11	11/14/2025	11/17/2025	11/19/2025	11/26/2025	NX12	12/1/2025	12/5/2025	12/12/2025
Dec	NM12	12/5/2025	12/9/2025	12/12/2025	12/19/2025	NX1	12/17/2025	1/8/2026	1/15/2026
2026						2026			
Jan	NM1	1/15/2026	1/16/2026	1/23/2026	1/30/2026	NX2	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 neopayroll@okstate.edu.

Dates for estimated hours - Spring Break March 17 thru 21

Estimated leave must be adjusted for actual hours worked and leave taken as soon as possible after Spring Break. Adjustments must be submitted no later than April 15th to be reflected on the NM4 paycheck.

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 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 NM1 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.

- (a) **ENP** Exception to Normal Pay (paper)
- (b) **EPAF** Electronic Personnel Action Form