



HUMAN RESOURCES/PAYROLL SERVICES

LANGSTON UNIVERSITY PAYROLL PROCESSING SCHEDULE  
January 1, 2025 thru December 31, 2025

Pay Period	REGULAR MONTHLY							MONTHLY STUDENT HOURLY							SUPPLEMENTAL				
	BNR ID	EPAF SUBMISSION DEADLINE	Documents to Payroll and EPAF Approval Deadline 4:00 PM	Leave Submissions Due by 10:00 AM	Leave Approvals Due by 3:00 PM	Final Payroll Due To State by 3:00 PM	Regular Payday	BNR ID	EPAF SUBMISSION DEADLINE	Documents to Payroll and EPAF Approval Deadline 4:00 PM	Timesheet Submissions Due by 10:00 AM	Timesheet Approvals Due by 3:00 PM	Final Payroll Due To State by 3:00 PM	Regular Payday	BNR ID	EPAF SUBMISSION DEADLINE	Documents to Payroll and EPAF Approval Deadline 4:00 PM	Final Payroll Due To State by 3:00 PM	Suppl Payday
2024 Dec	LM12	12/6/2024	12/6/2024	12/9/2024	12/9/2024	12/13/2024	12/20/2024												
Jan	LM1	1/10/2025	1/13/2025	1/16/2025	1/16/2025	1/24/2025	1/31/2025	LH1	12/31/2024	1/2/2025	1/2/2025	1/2/2025	1/7/2025	1/14/2025	LX1	12/31/2024	1/2/2025	1/7/2025	1/14/2025
Feb	LM2	2/12/2025	2/14/2025	2/17/2025	2/17/2025	2/21/2025	2/28/2025	LH2	1/27/2025	1/29/2025	2/3/2025	2/3/2025	2/5/2025	2/12/2025	LX2	1/27/2025	1/29/2025	2/5/2025	2/12/2025
Mar	LM3	3/12/2025	3/14/2025	3/17/2025	3/17/2025	3/24/2025	3/31/2025	LH3	2/24/2025	2/26/2025	3/3/2025	3/3/2025	3/5/2025	3/12/2025	LX3	2/24/2025	2/26/2025	3/5/2025	3/12/2025
Apr	LM4	4/14/2025	4/15/2025	4/16/2025	4/16/2025	4/23/2025	4/30/2025	LH4	3/26/2025	3/28/2025	4/1/2025	4/1/2025	4/3/2025	4/11/2025	LX4	3/26/2025	3/28/2025	4/3/2025	4/11/2025
May	LM5	5/13/2025	5/15/2025	5/16/2025	5/16/2025	5/23/2025	5/30/2025	LH5	4/26/2025	4/28/2025	5/1/2025	5/1/2025	5/5/2025	5/12/2025	LX5	4/26/2025	4/28/2025	5/5/2025	5/12/2025
Jun	LM6	6/13/2025	6/16/2025	6/16/2025	6/16/2025	6/20/2025	6/30/2025	LH6	5/27/2025	5/29/2025	6/2/2025	6/2/2025	6/5/2025	6/12/2025	LX6	5/27/2025	5/29/2025	6/5/2025	6/12/2025
Jul	LM7	7/11/2025	7/15/2025	7/16/2025	7/16/2025	7/24/2025	7/31/2025	LH7	6/25/2025	6/27/2025	7/1/2025	7/1/2025	7/2/2025	7/11/2025	LX7	6/25/2025	6/27/2025	7/2/2025	7/11/2025
Aug	LM8	8/13/2025	8/15/2025	8/18/2025	8/18/2025	8/22/2025	8/29/2025	LH8	7/27/2025	7/29/2025	8/1/2025	8/1/2025	8/5/2025	8/12/2025	LX8	7/27/2025	7/29/2025	8/5/2025	8/12/2025
Sep	LM9	9/13/2025	9/15/2025	9/16/2025	9/16/2025	9/23/2025	9/30/2025	LH9	8/27/2025	8/29/2025	9/1/2025	9/1/2025	9/5/2025	9/12/2025	LX9	8/27/2025	8/29/2025	9/5/2025	9/12/2025
Oct	LM10	10/13/2025	10/15/2025	10/16/2025	10/16/2025	10/24/2025	10/31/2025	LH10	9/27/2025	9/29/2025	10/1/2025	10/1/2025	10/3/2025	10/10/2025	LX10	9/27/2025	9/29/2025	10/3/2025	10/10/2025
Nov	LM11	11/12/2025	11/14/2025	11/17/2025	11/17/2025	11/19/2025	11/26/2025	LH11	10/27/2025	10/29/2025	11/3/2025	11/3/2025	11/5/2025	11/12/2025	LX11	10/27/2025	10/29/2025	11/5/2025	11/12/2025
Dec	LM12	12/3/2025	12/5/2025	12/9/2025	12/9/2025	12/12/2025	12/19/2025	LH12	11/29/2025	12/1/2025	12/1/2025	12/1/2025	12/5/2025	12/12/2025	LX12	11/29/2025	12/1/2025	12/5/2025	12/12/2025
2026 Jan	LM1	1/13/2026	1/15/2026	1/16/2026	1/16/2026	1/23/2026	1/30/2026	2026 LH1	1/29/2026	12/17/2025	1/5/2026	1/5/2026	1/8/2026	1/15/2026	2026 LX1	12/15/2025	12/17/2025	1/8/2026	1/15/2026

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 LU\_Payroll@langston.edu.

**Dates for estimated leave for Monthly Exempt - December 9 thru 15, 2025**

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 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.

**Holiday payroll Monthly Student Hourly-November 2025**

Supervisors should request their students to submit their time on line by noon Nov 21st unless the students are required to work during the Thanksgiving break. In this case, students must submit their time no later than the Dec 1st at 10:00 am and must be approved by Dec 1st at noon.

**MONTHLY (NON-EXEMPT) PAYROLL SCHEDULE**

	<b>PAY PERIOD BEGINS</b>	<b>PAY PERIOD ENDS</b>	<b>EMPLOYEE TIMESHEET SUBMISSION DEADLINE BY 10:00 AM</b>	<b>SUPERVISOR TIMESHEET APPROVAL DEADLINE BY 3:00 PM</b>
<b>LB1</b>	12/08/24	12/21/24	01/06/25	01/06/25
<b>LB2</b>	12/22/24	01/04/25	01/06/25	01/06/25
<b>LB3</b>	01/05/25	01/18/25	01/21/25	01/21/25
<b>LB4</b>	01/19/25	02/01/25	02/03/25	02/03/25
<b>LB5</b>	02/02/25	02/15/25	02/17/25	02/17/25
<b>LB6</b>	02/16/25	03/01/25	03/03/25	03/03/25
<b>LB7</b>	03/02/25	03/15/25	03/17/25	03/17/25
<b>LB8</b>	03/16/25	03/29/25	03/31/25	03/31/25
<b>LB9</b>	03/30/25	04/12/25	04/14/25	04/14/25
<b>LB10</b>	04/13/25	04/26/25	04/28/25	04/28/25
<b>LB11</b>	04/27/25	05/10/25	05/12/25	05/12/25
<b>LB12</b>	05/11/25	05/24/25	05/26/25	05/26/25
<b>LB13</b>	05/25/25	06/07/25	06/09/25	06/09/25
<b>LB14</b>	06/08/25	06/21/25	06/23/25	06/23/25
<b>LB15</b>	06/22/25	07/05/25	07/07/25	07/07/25
<b>LB16</b>	07/06/25	07/19/25	07/21/25	07/21/25
<b>LB17</b>	07/20/25	08/02/25	08/04/25	08/04/25
<b>LB18</b>	08/03/25	08/16/25	08/18/25	08/18/25
<b>LB19</b>	08/17/25	08/30/25	09/01/25	09/01/25
<b>LB20</b>	08/31/25	09/13/25	09/15/25	09/15/25
<b>LB21</b>	09/14/25	09/27/25	09/29/25	09/29/25
<b>LB22</b>	09/28/25	10/11/25	10/13/25	10/13/25
<b>LB23</b>	10/12/25	10/25/25	10/27/25	10/27/25
<b>LB24</b>	10/26/25	11/08/25	11/10/25	11/10/25
<b>LB25</b>	11/09/25	11/22/25	11/24/25	11/24/25
<b>LB26</b>	11/23/25	12/06/25	12/08/25	12/08/25