



HUMAN RESOURCES  
*The UNIVERSITY of OKLAHOMA*

## Paycheck Statements Unavailable Dec. 23-29

### **Paycheck Statements & Employee Self-Service**

In late December, the university will launch a new Human Resources PeopleSoft system. The system will be unavailable for several days during Winter Break. This means you will not be able to access Employee Self-Service or download your 2020 paycheck statements from 12pm December 23 through December 29. A flier with other key dates is attached to this email.

If you expect to need your paycheck statements during the Winter Break, you will need to download them before 12pm on December 23. This may be important if you begin your tax preparation in December or if you expect to acquire a loan for a large purchase like a house or vehicle during the Winter Break.

When you access Employee Self-Service in the new system, it will look a little different. Instructions for finding your way will be available by December 30 at <https://ou.edu/compassproject>. If you have any questions in the meantime, please email [compassquestions@ou.edu](mailto:compassquestions@ou.edu).

### **Top Three FAQs**

1. **Is the time system changing?** No, the time system is not changing. Transactions for time and leave are not affected by the transition to the new HR PeopleSoft system. You may continue to use the time system in the normal way without interruption.
2. **Does this affect my pay or payday?** No, your pay and payday will not change because of this transition.
3. **Does this affect my username or password?** No, your username and password are not affected by this transition.



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## Paycheck Information: New HR PeopleSoft Launch (Norman)

Key Date	Description
12/18	<b>Pay Day</b> for hourly employees for the pay period ending December 4 is 12/18. The paycheck statement for this pay period will be available in the old system by 12/18.
12/21 (approx.)	<b>Paycheck Statements</b> for salaried employees are available for the pay period ending December 31 in Employee Self-Service in the old system by 12/21.
12/23	<b>Pay Day</b> for salaried employees for the pay period ending December 31 is 12/23.
12/23, 12pm	<b>Old System:</b> Access to the old system ends at 12pm on 12/23. <b>View Paycheck:</b> If you expect to need copies of your paycheck statements during the period 12/23-12/29 when the system is unavailable, you should download them from the old system before 12pm on 12/23. Paycheck statements <u>will not</u> be available during this time. <b>Employee Self-Service</b> will not be available during the period 12pm, 12/23-12/29.
12/30	<b>New System – View Paycheck:</b> Employee Self-Service becomes available in the new system on 12/30. Past and future paycheck statements can be found there. Instructions for Self-Service will be available by 12/30 at <a href="https://ou.edu/compassproject">https://ou.edu/compassproject</a> .
12/31	<b>Pay Day</b> for hourly employees for the pay period ending December 18 is 12/31. The paycheck statement for this pay period is available in the new systems starting 12/30.
1/15	<b>Pay Day:</b> The first pay day in 2021 for hourly employees is 1/15. Check your paycheck statement in the new system to make sure your 2021 benefits deductions are correct. Contact Human Resources at <a href="mailto:ohr@ou.edu">ohr@ou.edu</a> with any questions about your paycheck.
1/29	<b>Pay Day:</b> The first pay day in 2021 for salaried employees is 1/29. Check your paycheck statement in the new system to make sure your 2021 benefits deductions are correct. Contact Human Resources at <a href="mailto:ohr@ou.edu">ohr@ou.edu</a> with any questions about your paycheck.

As of 12/02/2020