



# The UNIVERSITY of OKLAHOMA

## Key Dates for New HR PeopleSoft

As we approach the launch of the new HR PeopleSoft system, we want to share these important dates for HR and Payroll transactions at the Health Sciences Center.

Key Date	Description
12/19	<p><b>Future transactions</b> cannot have an effective date that is later than 12/19/2020. Any transaction with a future effective date beyond 12/19/2020 will be canceled.</p> <p>Any transactions that are effective 12/20/2020 or later, must be entered after the new system is launched.</p> <p>This key date may impact the process for submitting personnel items for the Board of Regents agenda. Please await communication from your approval offices about an alternative submission method for these items instead of using future-dated ePAFs and Add Pay forms, which are not available during this transition.</p> <p><b>Retroactive transactions:</b> Don't delay transactions that are effective on or before 12/19. In January, it will be a difficult, manual process to do these retroactive transactions.</p>
	<b>Deadlines for Biweekly Payroll (pay period ending 12/19)</b>
12/14, 12pm	<ul style="list-style-type: none"><li>• Submit Freeze Forms to HR by 12pm on 12/14.</li></ul>
12/14	<ul style="list-style-type: none"><li>• Submitting ePAFs and Add Pays</li></ul>
12/16	<ul style="list-style-type: none"><li>• Department Approval of ePAFs and Add Pays</li></ul>
12/21, 12pm	<ul style="list-style-type: none"><li>• Time Entry</li></ul>
12/31	<ul style="list-style-type: none"><li>• Pay Day</li></ul>
12/23, 12pm	<b>Old System:</b> Access to the old system ends.
12/30	<b>New System:</b> The new system becomes available on 12/30/2020. We will send an email as soon as the system becomes available on that day.
1/4, 12pm	<b>Biweekly Payroll Deadline:</b> Transactions that affect the first 2021 biweekly pay period (ending 1/1/2021) must be entered starting 12/30/2020 and department approved by 12pm on 1/4/2021.

As of 12/8/2020