



## Key Dates for New HR PeopleSoft (Norman Campus)

Key Date	Description
12/18 for Hourly 12/31 for Monthly	<p><b>Future transactions</b> for employees cannot have an effective date that is later than 12/18/2020 for hourly employees or 12/31/2020 for monthly employees. Any transaction (ePAFs, Add Pays, EDRs) with a future effective date beyond these dates will be canceled.</p> <p>Any transactions that are effective after the above dates 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 these dates. In January, it will be a difficult, manual process to do these retroactive transactions.</p>
	<b>Deadlines for Monthly Payroll (pay period ending 12/31)</b>
12/9	<ul style="list-style-type: none"> <li>Submitting ePAFs, Add Pays, and EDRs</li> <li><i>NOTE:</i> End-of-semester terminations for Graduate Assistants that are effective 12/31 or earlier must be submitted by this deadline, 12/9.</li> </ul>
12/11	<ul style="list-style-type: none"> <li>Full Approval of ePAFs, Add Pays, and EDRs (Payroll Office Approval Deadline)</li> </ul>
12/14, 12pm	<ul style="list-style-type: none"> <li>Submit Freeze Forms to HR by 12pm on 12/14.</li> </ul>
12/14, 5pm	<ul style="list-style-type: none"> <li>Time Entry</li> </ul>
12/23	<ul style="list-style-type: none"> <li>Pay Day</li> </ul>
	<b>Deadlines for Hourly Payroll (pay period ending 12/18)</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, Add Pays, and EDRs</li> </ul>
12/16	<ul style="list-style-type: none"> <li>Full Approval of ePAFs, Add Pays, and EDRs (Payroll Office Approval Deadline)</li> </ul>
12/18	<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>Hourly Payroll Deadline:</b> Transactions that affect the first 2021 biweekly pay period (ending 1/1/2021) must be entered starting 12/30/2020 and fully approved by 12pm on 1/4/2021.
1/12, 12pm	<b>Monthly Payroll Deadline:</b> Transactions (ePAFs and Add Pays) that affect the first 2021 monthly pay period (ending 1/31/2021) must be entered starting 12/30/2020 and fully approved by 12pm on 1/12/2021. <i>NOTE:</i> End-of-semester terminations for Graduate Assistants that are effective in January must be fully approved by this deadline, 1/12.