



## Frequently Asked Questions: New HR PeopleSoft System

*(Revised 12/6/2020)*

### Top 3 FAQs for Employees

1. [12/6] **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. [12/6] **Does this affect my pay or payday?** No, your regular pay and payday will not change because of this transition. For Health Sciences Center employees, there are changes to the Professional Practice Plan (PPP) that can be reviewed at <https://ou.edu/compassproject>.
3. [12/6] **Does this affect my username or password?** No, your username and password are not affected by this transition.

### Deadlines

4. [12/6] **Is there a different deadline for the submission of Add Pays in Norman for the first 2021 payrolls?** Both Add Pays and ePAFs have the same main deadlines during this transition. Your department, college, or processing office may have different deadlines.

### Training

5. [12/6] **Is training required?** Training is required for HR Colleagues in Norman, Payroll Coordinators at HSC, and other heavy users. However, because of the very fast timeline for processing the first 2021 payroll in the new system, you will have access in the new system even if you have not completed training yet. Our goal is to provide the same level of access that you have in the current system.
6. [12/6] **When will training be available?** Training will become available by mid-December.
7. **What format will be used for training?** Training will be provided through short videos, printable guides, and job aids. After the system is available in January, we will also hold live Zoom sessions for *Ask the Experts* and other training like an orientation to new queries.

### Data from the Old System

8. [12/6] **Will we have access to the data in the old HR systems?** Yes, you will have access to historic data in the new system. We have converted all employment data from the old system, including job, position, payroll, benefits, compensation, and other HR records data.



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9. [12/6] **Will we have access to old EDRs (Norman only), ePAFs, and Add Pays?** No, the old forms are not available in the new system. You may view the past forms in the old system for three months after the new system launches.

### **Changes to the Funding Process**

10. [12/6] **How will I see the funding distribution for each position?** In the past, each campus had a different way to view the funding sources and funding distribution amounts for each position. In the future, this information will be provided in one place. The report is being developed and will be shared when the new system is available in January.
11. [12/6] **Will the process for funding changes be different in the new system?** In the new system, funding sources and distribution will be part of the ePAF. There will also be a stand-alone funding change form if that is the only action you need to make. If you have trouble with a funding change in the future, you will contact HR Records. This is similar to the way it is at HSC now. Norman will no longer use EDRs for this purpose or contact the Budget Office with funding distribution questions.

### **ePAFs and Add Pays**

12. [12/6] **Will we be able to print ePAFs in the future?** You may continue to print ePAFs and Add Pays using your web browser. However, the forms are intended to be viewed in the system and not printed. You may find the formatting of the form on the screen to be superior to the printed copy.
13. [12/6] **Will the approval workflow be the same?** The workflow process will be very similar to how it is now. Because the roles are so similar, we have mapped the old roles to the new roles to help insure that transactions flow smoothly from day one.
14. [12/6] **Who will I contact if I have trouble with an ePAF?** HR Records will assist with all ePAFs.
15. [12/6] **Who will I contact if I have trouble with Add Pay?** Each campus Payroll office will be able to assist with Add Pays.
16. [12/6] **Who will I contact if I have questions about PeopleSoft access and workflow roles?** HR Records will approve and administer access to HR PeopleSoft and ePAF in the future. Please contact HR with questions.
17. [12/6] **Will recurring supplemental pays in Norman continue across the transition?** Yes, recurring supplemental pays in Norman will be brought forward into the new system. No action needs to be taken by departments for recurring supplemental pays to continue.



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### **Norman Faculty Contracts**

18. [12/6] **Will Norman faculty contracts continue across the transition?** Yes, active contracts that have not reached their end date will be brought forward into the new system. No action needs to be taken by departments for active contracts to continue.
19. [12/6] **In the new system, new 9-month appointments in Norman for new faculty or faculty who are stepping down from 12-month administrative positions, will automatically be paid over 12 months instead of automatically being paid over 9 months. If they want to change this, what is the deadline for faculty to change their pay schedule to pay over 9 months?** Faculty must submit the form to make this change to the Norman Payroll Office by August 5 each year.