

## Monthly to Biweekly Pay Frequency Transition

OU Announcements <Ou.Announcements@ou.edu>

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To: Staff Senate Benefits Eligible (Norman) <StaffSenateBenEligNrm@ou.edu>

Sent on behalf of Administration and Finance:

Dear OU Norman Staff,

We are beginning to work on a project in partnership with Payroll, HR and IT to transition all monthly paid employees to a biweekly pay schedule on Norman campus. The affected populations are salaried staff, 12-month academic appointments, 9-month academic appointments, graduate assistants, and other monthly-paid employees. Monthly paid staff are scheduled to transition to a biweekly pay schedule beginning in April 2024. Please see below for more details on the proposed timeline. We understand that this transition may raise questions, which is why this is the first of many communications and conversations that will occur over the next year.

### Current State

6600 employees are paid once per month. For these employees, we process the current month's pay in the middle of the month. Unfortunately, the prospective nature of this process leads to remedial actions on subsequent payrolls. Remedial actions may include, the collection of overpayments (late month terminations), the issuance of emergency checks (late month hires), benefit deduction collection (any late month personnel action that affects pay).

### Proposed Future State

Change the pay schedule from once per month to once every two weeks, in arrears. In this future state, the university would pay for the previous two weeks of work on each paycheck. Because this pay schedule is retrospective, all personnel actions affecting the payroll would already have occurred. By adopting this approach, we aim to eliminate the majority of remedial actions and create a smoother payroll process.

### Transition Details

Changing from a prospective monthly pay schedule to a retrospective biweekly pay schedule creates a one-time delay between the last monthly paycheck and the first biweekly paycheck. To ensure a smooth transition and help mitigate any potential hardship for employees, we have developed the following measures:

- **Change Management and Communication:** We will lead a robust change management and communication campaign to keep you informed about the transition. This will include regular updates, townhall meetings, and a dedicated webpage with frequently asked questions and additional resources.
- **Budgeting and Financial Planning Resources:** We understand the importance of financial planning during this transition. Therefore, we will provide resources and tools to help you effectively budget and manage your finances under the new pay schedule.
- **Paid Time Off (PTO) and Extended Sick Leave (ESL):** To bridge the two-week (80 hour) gap between the last monthly paycheck and the first biweekly paycheck, eligible staff members can 'cash in' up to 80 hours with an option-use up to 40 hours of ESL to bridge the gap until their first biweekly paycheck is processed.
  - Employees such as GAs, faculty, and other monthly paid positions who do not accrue leave will not have this option. Knowing that most 9-month faculty are off-contract over the summer, we will outreach with faculty and GAs in early Fall 2023 with more detailed communication regarding their payroll transition.

### Proposed Timeline

To minimize the impact on employees, we have developed the following timeline for the transition:

- *Spring/Summer 2023:* Begin communicating with campus partners
- *November 2023:* Hire new salaried employees into the biweekly payroll group, instead of monthly
- *April 2024:* Transition salaried staff and 12-month academic appointments (i.e. academic chairs, directors, and deans)
- *Summer 2024:* Transition graduate assistants and other academic appointments (i.e. adjuncts, monthly paid student positions, etc.)
- *August 2024:* Transition 9-month faculty (includes 9/9 and 9/12 appointments); Please note that the faculty contract testing in the system may require a slight adjustment to this date.

### Communication Strategy

We recognize the importance of clear and transparent communication throughout this project. Thus, we have taken the following steps:

- **Engaging Key Stakeholders:** We have already presented information about this project to executive officers, PACFAM, HR Colleagues, Staff Senate Executive Committee, Staff Senate Senators, and Deans' Council.
- **Staff Senate Meeting:** **We invite you to attend the Staff Senate Meeting on June 21.** An email went out on June 14 from Staff Senate with the [Zoom link](#).
- **Townhall Meetings:** We will hold meetings tailored to staff and the 12-month academic appointments later this summer and continuing through the remainder of the calendar year. After the start of the Fall semester, we will hold townhalls specifically for GAs, faculty and other academic positions.
- **Project Website:** We have created a dedicated webpage on the [Payroll Office website](#) that will serve as a central hub for project updates, frequently asked questions, timelines, and other informational documents. We will continually update this resource to provide the latest information and support for both employees and administrators.

We encourage you to share any questions or concerns you may have with us. Please feel free to contact us at our shared project email address ([paydaychange@ou.edu](mailto:paydaychange@ou.edu)). We value your feedback and will provide updates via our webpage, email communications, and townhall meetings as we progress through this transition.

Thank you for your patience and cooperation during this important project. We appreciate your dedication to making this transition a success and are committed to addressing any concerns that arise along the way.

**Emily Pierce, MBA**

Director

Administration & Finance

University of Oklahoma

(405) 325-5034