
Date: Tuesday, May 7, 2024 at 4:08 PM

To: HR Colleagues - Norman <HRColleagues-Norman@ou.edu>, HR PeopleSoft Users - Norman <HRPeopleSoftUsers@ou.edu>

Subject: ePAFs for GAs & Salaried Students (Biweekly Pay Transition)

Norman HR Colleagues and HR PeopleSoft Users,

The next milestone in the Norman Biweekly Pay Transition is approaching for Norman salaried students and Norman Graduate Assistants (GAs) on July 1!

You may use this query to review affected employees: OUDR_GRA__BIWEEKLY_CONVERSION

Here's what you need to know to be prepared:

Before the Biweekly Conversion

1. **Currently on Biweekly Schedule:** ePAFs for GAs and Salaried Students who are already paid biweekly may proceed uninterrupted.
 - a. Reminder: All newly hired Salaried Students since 11/4/2023 began on the biweekly pay schedule. These employees are unaffected by this conversion.
2. **June 7:** All June Monthly ePAFs and Add Pays must be to HR/Payroll by 6/7.
 - a. The pay period end date for this group's additional pay ePAFs must be 6/30 or earlier.
 - b. Do not use ePAF effective dates on or after 6/29 for salaried students paid monthly.
 - c. IF a June transaction misses the 6/7 June monthly ePAF deadline, (i.e. a termination that you weren't made aware of before 6/7), you may still enter ePAFs with June effective dates up until 6/25. However, because the ePAF missed the monthly deadline, you will need to address retro pay or overpayment situations. PLEASE DO NOT MISS THE 6/7 DEADLINE!
3. **June 26-30 ePAF Blackout for Salaried Students/GAs:** Do not enter any ePAFs for monthly Salaried Students (paygroup=MTH). All ePAFs that remain pending at any level for this group during 6/26-6/30 will be denied by HR.
 - a. ePAFs may continue for all other groups during this time.

After the Biweekly Conversion

1. **June 29:** All monthly Salaried Students, including those on Summer Leave, will be converted to the biweekly pay schedule effective 7/1.
2. **July 1:** ePAFs may resume for converted Salaried Students.
 - a. ePAFs must have an effective date on or after 7/1 for converted Salaried Students.
 - b. Backdated transactions for effective dates before 7/1 must be updated manually by HR in Job Data. If this is needed, please use the effective date 7/1/24 on the ePAF, contact HrRecords@ou.edu to explain the situation and provide the eForm#, AND include an explanation in the comments on the ePAF.
3. **June 12:** The first biweekly ePAF deadline for the converted Salaried Students is 7/12 (for pay period 6/29 -7/12).
 - a. During this pay period, you may need to enter ePAFs to correct biweekly rates and/or adjust for the new GA minimum pay (effective 7/1/24).
4. **June 26:** The first biweekly payday for converted Salaried Students is 7/26.

Late Summer and Fall Appointments for Salaried Students

1. **May 16:** Begin new employee onboarding for new Fall 2024 Graduate Students and other Salaried Students, as early as 5/16/24.
 - a. Reminder: Don't delay! HR Records can now accept new employee paperwork remotely. Learn more here: <https://hr.ou.edu/Managers-HR-Payroll-Coordiators/Hiring-Employment/Onboarding-New-Employees>.
2. **July 1:** ePAFs for fall appointments for existing converted Salaried Students may be entered starting 7/1.
3. **August 10:** The beginning of the first academic pay period for fall 2024 appointments is 8/10. Use this as your ePAF effective date when appointing salaried students/Graduate Assistants, for the academic year and/or fall 2024 semester (i.e. if you historically used 8/16 as the monthly effective date, please use 8/10 now).
4. **Late Start Dates:** All fall appointments for Graduate Teaching Assistants (GTAs) should be effective in the payroll system on 8/10 except for a few rare exceptions, including late start dates for international students. More information will be shared about these exceptions as soon as it is available. If you need an answer quickly, please send your question to paydaychange@ou.edu.



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