

Re: Biweekly Payroll Transition - Preparing for April

PaydayChange <Paydaychange@ou.edu>

Thu 4/11/2024 3:47 PM

To: Monthly Paid Employees NOR <MonthlyPaidEmployeesNOR@ou.edu>

This is a friendly reminder to submit your April timesheet that includes leave taken from April 1- 19 by **5PM on Monday, April 15!**

Thanks,

Emily Pierce, MBA

Director

Administration & Finance

University of Oklahoma

(405) 325-5034

From: PaydayChange <Paydaychange@ou.edu>

Date: Tuesday, February 27, 2024 at 8:00 AM

To:

Subject: Biweekly Payroll Transition - Preparing for April

Good morning!

As we get closer to April and the transition to a biweekly pay schedule, I want to draw your attention to the following items:

TIMESHEET CHANGES IN APRIL:

- During the month of April there will be an early deadline to submit April timesheets!**
 - You must submit your April timesheet that includes leave taken from April 1- 19 by 5PM on Monday, April 15
 - Your supervisor must approve April timesheets by 5PM on Friday, April 19
- On April 20 your monthly timesheet will be locked and you will no longer have access to view/edit your monthly timesheets.**
 - Your supervisor will still have access to your previous monthly timesheets and you may still access data by running a report in Workforce. See instructions below in Workforce Reports How-To.
 - Any changes needed to your April timesheet after 4/19 will need to be approved by your supervisor who will need to email payroll@ou.edu to make these updates.
- If you have submitted a time off request in WorkForce that occurs on or after 4/20/24, then you will need to resubmit the request after 4/20/24.**
- Your leave balances will be transferred from your monthly timesheet record to your new biweekly timesheet record, so you should expect to see additional activity on your WorkForce timesheet:**
 - PTO balance transfer (reduction on monthly timesheet; addition on biweekly timesheet)
 - ESL balance transfer (reduction on monthly timesheet; addition on biweekly timesheet)
 - Bridge Payment (if applicable) – if you elected to cash in any leave balances you will see the number of hours reduced from your leave bank between April 19-20.
 - During the transition to biweekly payroll, the first biweekly accrual received on 4/20/24 will have to be adjusted to avoid over accrual for the year. For more information click the Leave Accrual drop down menu from our [Employee Resources page](#).
 - If your PTO balance goes over 336 hours; you will see an adjustment to move the hours from PTO to ESL.
 - These changes should be updated and accurate in Workforce on 5/10/24.

OTHER THINGS TO NOTE:

- If you elect to receive a bridge payment (cashed in leave) to be paid on 5/3/24, this paycheck will not include retirement contributions.
 - Human Resources will send out more detailed information regarding retirement in May to assist those who may want to meet certain retirement contribution goals in 2024.
- The paycheck modeler will not be available until after your first biweekly paycheck is confirmed on 5/11/24.

WORKFORCE REPORTS HOW-TO:

- To view historical timesheet data, navigate to the Reporting menu:
 - Select *View Reports* from your homepage in [WorkForce](#)
 - Select *Reports About Me*
 - Select *Timesheet Reports*
 - Select *Employee Timesheet*
 - Enter the last day of the month you want to view the timesheet for into the *Pay Period End Date* field and then select *Run Now*.
 - More info on WorkForce reports can be found [HERE](#)

1. To view your leave accrual data, navigate to the Reporting menu:
 1. Select *View Reports* from your homepage in [WorkForce](#)
 2. Select Reports About Me
 3. Select Time Off Reports
 4. Select Employee Accrual History
 5. Select the Amount of History you'd like to query from the dropdown menu.
 6. Select Run Now
 7. More info on WorkForce reports can be found [HERE](#)

For more information about the transition to biweekly payroll, visit our [WEBSITE](#) or if you have questions please email us at paydaychange@ou.edu.

Best,

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