

## Leave Balances in WorkForce

PaydayChange <Paydaychange@ou.edu>

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To: PaydayChange <Paydaychange@ou.edu>

Good morning!

Happy first day of staff week and happy first day as a biweekly paid employee! If you login to WorkForce today you're going to see incorrect leave balances in your leave banks. This is to be expected as our Payroll Office has to pull your leave balances over from your monthly record to your new biweekly record, adjust for any PTO/ESL used for the bridge payment (if applicable), and then process a one-time adjustment to ensure you are accruing the correct annual amount.

I appreciate your patience as this gets completed. You should expect to see your balances updated by **Friday, April 26<sup>th</sup>** to include what was carried over from your monthly record.

Please read the information below carefully:

**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:**

1. **PTO balance transfer** (reduction on monthly timesheet; addition on biweekly timesheet) – will be updated by 4/26
2. **ESL balance transfer** (reduction on monthly timesheet; addition on biweekly timesheet) – will be updated by 4/26
3. 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](#).
  - a. You will see your 4/20 deposit of leave accrual on your WF timesheet today (4/22)
  - b. Then you will see a row that reduces this leave accrual this week (by 4/26)
4. **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 by 5/3 at the latest
5. If your PTO balance goes over 336 hours; you will see an adjustment to move the hours from PTO to ESL. Please note that your bridge payment will be deducted BEFORE the projected ESL roll on 5/3.
  - a. You will see a line on your timesheet in your leave bank that shows that X# of hours will roll from PTO to ESL, but if your bridge payment reduces your bank to prevent the roll, this will happen BEFORE the ESL gets rolled.

Just a reminder that if you need to resubmit/submit any PTO requests for 4/20 or later you may do so now. Even if your leave balances are not showing you can still enter PTO requests into WF.

Best,

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