

Transitioning to Biweekly Pay Schedule in April 2024!

PaydayChange <Paydaychange@ou.edu>

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Attention Salaried Staff and 12-Month Academic Positions –

Your payday will change in April 2024!

This payday change may impact your personal finances and bill payments. Don't wait! Become informed and prepared now.

Please see the list of available resources and calendars below for important dates and information.



[Use 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 to use up to 40 hours of ESL to bridge the gap until their first biweekly paycheck is processed. In February, election forms will be available in Employee Self-Service. **All eligible employees will be required to submit the form, whether you elect to cash in 0 hours or 80 hours.**



Attend a live [town hall presentation](#) on Zoom to learn more or view a recorded version of the town hall presentation on our [website](#).



[Review a side-by-side comparison](#) of changes between monthly and biweekly pay. You can also download the CY2024-2025 Biweekly Payroll Schedule [HERE!](#)



[Attend a Financial Workshop](#) hosted by Magellan, OU's Employee Assistance Provider, to help guide you through rethinking personal finances on a biweekly pay schedule.



[Apply for a 12-month 0% interest loan](#) for up to your monthly rate of pay through the **OU Federal Credit Union**.
[*see disclosures and disclaimers](#)



Apply to receive up to 40 hours of donated PTO from the [transitional leave pool](#) to help bridge the one-time delay in transitioning from monthly to biweekly pay periods. Applications will be open Jan. 8 – February 29th and an email will go out on Jan. 8th calling for applications; certain eligibility rules apply.

Payday Schedule for April 2024 Transition – Staff and 12-Month Academic Positions

The calendars below correspond to the following bulleted dates:

- **04/20/24: The first biweekly pay period begin date**
- **04/30/24: Last monthly paycheck for April 1st – 19th**
 - Please note that your April 30th check will not be for the full month of April. To calculate your estimated April 30th paycheck amount, take your net monthly rate and divide by 22 working days, and then multiply by 15 days.
- **05/03/24: Leave conversion payout (up to 80 hours) – optional**
 - Forms will be available in Employee Self-Service in February. Employees MUST complete the form whether they elect to cash in 0 hours or 80 hours. Emails will go out in January/February specific to this election form, to include the deadline for submissions.
- **05/17/24: First biweekly paycheck for the pay period 04/20/2024 - 05/03/2024**

April 2024							May 2024							Jun 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Jul 2024							Aug 2024							Sep 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30	1	2	3	4	5

For questions about the transition to biweekly payroll email us at paydaychange@ou.edu.

Emily Pierce, MBA
 Director
 Administration & Finance
 University of Oklahoma
 (405) 325-5034