

HR PeopleSoft Users and HR Colleagues,

The next milestone in the Norman Biweekly Pay Transition project is fast approaching. In April, the first group of monthly-paid Norman employees will transition to the biweekly pay schedule. You may use this query to review affected employees OUDR_BIWEEKLY_CONVERSION_APRIL. Please review the following details about personnel transactions and time approval.

ePAFs and Personnel Transactions

1. **April 10:** All pending ePAFs for the April monthly payroll must be to HR/Payroll by 5pm on Wednesday, 4/10, which is earlier than the regular monthly ePAF deadline.
2. **Future Transactions:** The employees in the April transition must not have a personnel transaction with an effective date after 4/19/24.
 - a. Do not submit any ePAFs for these employees with an effective date after 4/19/24. Future dated ePAFs will be denied.
 - b. HR will remove any future dated personnel transactions already in HR PeopleSoft for these individuals. New ePAFs will need to be submitted for future actions after they transition to the biweekly group.
3. **April 15:** You may enter new ePAFs for the converted group starting 4/15 with effective dates of 4/20/24 or later.
4. **Add Pay Information:** To find more information about Add Pays during this transition, visit [the project website](#) and review the [email dated Sept 14, 2023](#).

Time Entry/Approval, Leave Balances, and Backdated Corrections

1. **April 15:** Employees must submit their April timesheet that includes leave taken from 4/1- 4/19 by 5pm on Monday, 4/15.
2. **April 19:** Supervisors and time approvers must approve April timesheets by 5pm on Friday, 4/19.
3. **April 20 – Timesheets Hidden:** All monthly timesheets will be locked and no longer visible to employees starting 4/20.
 - a. **Past Monthly Timesheets:** Supervisors can still view past monthly timesheets for their employees.
 - b. **Leave Corrections:** After 4/20, any leave corrections for past monthly time must be submitted to payroll@ou.edu by the supervisor (or their designee).
4. **April 20 – Future Leave Requests:** Time off requests for 4/20 or later, will need to be resubmitted by employees in Workforce after 4/20.
5. **May 10 – Accurate Leave Balances:** Several leave balance adjustments will be made for these employees. Leave balances will be accurate in Workforce on 5/10.

Bridge Payment Reporting

As you may remember, the employees in the April transition had the option for a leave payout to bridge the delay between their last monthly paycheck and first biweekly paycheck. This paycheck will be paid on 5/3/24. You may review this query to see each employee's bridge payment election OUDR_BRIDGE_HOURS_BY_CFS. There will be no payroll extracts for these payments. They will show on financial reports like a regular payroll expense.



Marcy Fleming
Human Resources Director
University of Oklahoma
(405) 325-5518 | [\[hr.ou.edu\]](mailto:hr.ou.edu)hr.ou.edu