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**From:** PaydayChange <Paydaychange@ou.edu>

**Date:** Monday, March 11, 2024 at 1:05 PM

**To:**

**Subject:** Biweekly Payroll Transition - Early Timesheet Approval Deadline in April!

Good afternoon!

As we get closer to April and the transition to a biweekly pay schedule, I want to draw your attention to the following items as a **supervisor of monthly paid employee(s)** that will be converting to a biweekly pay schedule in April:

**TIMESHEET CHANGES IN APRIL:**

1. **During the month of April there will be an early deadline to submit April timesheets!**
  - a. April timesheets that includes leave taken from April 1- 19 must be submitted by 5PM on Monday, April 15<sup>th</sup>
3. **During the month of April there will be an early deadline to approve April timesheets!**
  - a. You must approve April timesheets by **5PM on Friday, April 19<sup>th</sup>**
  - b. Please note that the early deadline only applies to those who will transition to biweekly pay in April (i.e. not students or 9-month faculty).
2. **On April 20 employee's monthly timesheets will be locked and they will no longer have access to view/edit monthly timesheets.**
  - c. As a supervisor you will still have access to your employees' previous monthly timesheets and your employees may still access data by running a report in Workforce.
  - d. Any changes needed to April timesheets after 4/19 will need to be approved by you/your designee and will need to be emailed to [payroll@ou.edu](mailto:payroll@ou.edu) to make these updates. Please do not update timesheets directly in WorkForce after 4/19/24.
3. **If your employees submitted time off requests in WorkForce that occur on or after 4/20/24, they need to resubmit requests after 4/20/24.**
4. **Employee leave balances will be transferred from their monthly timesheet record to their new biweekly timesheet record, so you should expect to see additional activity on their WorkForce timesheet:**
  - a. PTO balance transfer (reduction on monthly timesheet; addition on biweekly timesheet)
  - b. ESL balance transfer (reduction on monthly timesheet; addition on biweekly timesheet)
  - c. Bridge Payment (if applicable) – if your employee elected to cash in any leave balances you will see the number of hours reduced from their leave bank.
  - d. 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](#).
  - e. If their PTO balance goes over 336 hours; you will see an adjustment to move the hours from PTO to ESL.
  - f. These changes should be updated and accurate in Workforce on 5/10/24.

Please note that your employees received an email on 2/27 (attached) covering these items as well.

If you have any questions please contact us at [paydaychange@ou.edu](mailto:paydaychange@ou.edu).

Best,

**Emily Pierce, MBA**

Director

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