

Biweekly Payroll Transition - Preparing for April

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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:

1. **During the month of April there will be an early deadline to submit April timesheets!**
 - a. You must submit your April timesheet that includes leave taken from April 1- 19 by 5PM on Monday, April 15
 - b. Your supervisor must approve April timesheets by 5PM on Friday, April 19
2. **On April 20 your monthly timesheet will be locked and you will no longer have access to view/edit your monthly timesheets.**
 - c. 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.
 - d. 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.
3. **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.**
4. **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:**
 - 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 you elected to cash in any leave balances you will see the number of hours reduced from your leave bank between April 19-20.
 - 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 your 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.

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](#)
- To view your leave accrual data, navigate to the Reporting menu:
 - Select *View Reports* from your homepage in [WorkForce](#)
 - Select *Reports About Me*
 - Select *Time Off Reports*
 - Select *Employee Accrual History*
 - Select the Amount of History you'd like to query from the dropdown menu.
 - Select *Run Now*
 - 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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