

## Biweekly Payday Change - Bridge Payment Form is Available!

PaydayChange <Paydaychange@ou.edu>

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To: Monthly Paid Employees NOR <MonthlyPaidEmployeesNOR@ou.edu>

You are receiving this email because your pay schedule is changing from monthly to biweekly in April. As part of this conversion, you are eligible to 'cash in' up to 80 hours of leave to bridge the one-time delay between your last monthly paycheck and your first biweekly paycheck.



**Submit your  
Bridge  
Payment form  
today!**

### What you need to know:

- The form to submit your leave hours to bridge the one-time delay will be available in [Employee Self-Service February 1<sup>st</sup> – 29<sup>th</sup>](#). All eligible employees will be required to complete the form, even if they choose not to cash in any hours.
- Employees are not required to cash in any leave hours; the selection to cash in leave hours is completely optional.
- Employees may choose to receive a leave payout (bridge payment) of up to 80 hours, with up to 40 hours from Extended Sick Leave (ESL) and the remainder from Paid Time Off (PTO). The value of this leave will be paid to you via payroll on 05/03/24.
- Employees can use leave accrued through 03/31/24, so they may need to project leave balances when completing the election form.
- The bridge payment is not available to employees that do not accrue paid time off, such as graduate assistants and faculty in 9-month positions.
- PTO/ESL balances are presented on the home screen in WorkForce ([time.ou.edu](http://time.ou.edu)).

Please email us at [paydaychange@ou.edu](mailto:paydaychange@ou.edu) if you have any questions! Additionally, our [website](#) contains other helpful information including FAQs, calendars, and employee resources.

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