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To: HR Colleagues - Norman <HRColleagues-Norman@ou.edu>, HR PeopleSoft Users - Norman <HRPeopleSoftUsers@ou.edu>

Subject: Processing Additional Pays - Important Information & DEADLINES

Sent on behalf of Payroll and Administration & Finance.

Norman HR PeopleSoft Users and Payroll/HR Administrators –

Due to the upcoming transition of monthly paid Norman employees to a biweekly pay frequency, we kindly ask that you **do not submit recurring additional pays for monthly paid employees beyond the dates listed below**. Please follow the guidance below when submitting additional pay ePAFs.

- **Monthly Staff and 12-Month Academic Positions – Additional pay ePAFs cannot have PPE (pay period end date) past 04/30/2024.**
 - This includes anyone whose pay group is MTH and accrues leave (EMPL Class is ELG/RET); if in doubt you may access a list of appointments and their respective transition dates [HERE!](#)
 - *Some academic titles may currently be in the MTH pay group but will transition in August. Please consult the list of appointments and their respective transition dates [HERE!](#)
- **Graduate Assistants and Monthly Students – Additional pay ePAFs cannot have PPE (pay period end date) past 05/31/2024.**
 - This includes anyone whose employee group is “Stu Salary” and pay group is MTH; if in doubt you may access a list of appointments and their respective transition dates [HERE!](#)
- **9-Month Faculty – Additional pay ePAFs cannot have PPE (pay period end date) past 08/31/2024.**
 - This includes anyone who is on a 9-month contract (both 9 paid in 12 and 9 paid in 9) including but not limited to regular faculty, renewable term faculty, instructors*, lecturers*, adjuncts*, etc.
 - *Some academic titles may currently be in the MTH pay group but will transition in August. Please consult the list of appointments and their respective transition dates [HERE!](#)
 - **Additional pays that pay during fall semester should follow the new biweekly payroll schedule. View a draft of the 2024-2024 Biweekly Payroll Schedule [HERE.](#)**

The Payroll Office will deny/recycle back any additional pay ePAFs that are set to run past the dates described above. Should you have any questions about this process and/or which group your employees fall in, please contact us at paydaychange@ou.edu and we will be happy to assist.

We will provide detailed instructions on how to enter biweekly additional pays going forward. Please be prepared for there to be ePAF blackout periods surrounding the transition dates. We will be sure to provide advance notice so that you can plan accordingly.

Thank you for your flexibility and cooperation as we work through this transition.

Emily Pierce, MBA

Director

Administration & Finance

University of Oklahoma

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