

Subject: ePAF Blackout 11/2 thru 11/5 – Immediate Attention Needed

HR PeopleSoft Users and HR Colleagues,

Next week we are making updates to several ePAF forms in HR PeopleSoft, which will require a blackout period lasting from Thursday, November 2nd at 12pm to Monday, November 6th at 7am. Please see details below!

ePAF Blackout

ePAFs for the following transactions must be fully executed or withdrawn by 11/2 at 12pm. New ePAFs cannot be initiated or saved from 11/2 thru 11/5. New ePAFs can be entered starting 11/6 at 7am. Use **new** ePAFs starting 11/6 – do not resubmit old forms.

Affected Transactions:

- New hires and rehires
- Preauthorizations
- Transfers
- Pay or FTE changes
- Reclassifications and title changes
- Supervisor, location, or training changes
- Status changes like terminations, resignations, retirements, or taking/returning from leave

Important Considerations

- ❖ This blackout does not affect Funding Changes ePAFs and Add Pays ePAFs. You may continue those forms as usual.
- ❖ If you have an employee with a hire date *before* 11/4, do not wait to enter their ePAF. You should generally hire employees in a timely way and avoid retroactive, backdated hires because it delays the employee's access to university systems, but especially avoid backdated hires during this period because the backdating crosses a form update (see more details below).
- ❖ If you have not started the Step 2 form for an executed Preauthorization, please wait to do this until 11/6, if possible, because you may not have time for the form to route all the way to HR/Payroll before 11/2.

Keep Reading: More General Details & Information about the Norman Biweekly Transition

We are approaching the first milestone for the [Norman monthly to biweekly pay transition](#) where new Norman salaried employees and some salaried transfers will begin using the biweekly pay schedule.

Next week the ePAF forms will be updated to include new configuration for this new pay schedule.

- ✓ **Current ePAFs:** In preparation for this ePAF update, **all pending ePAFs**, except for Funding Change ePAFs and Add Pay ePAFs, **for any employee** must be either at the HR/Payroll step or be completely withdrawn by 12pm on Thursday 11/2. Human Resources will manually withdraw/deny any ePAFs not at the HR/Payroll step after 12pm on 11/2, including those ePAFs left in Pending, Saved, Recycled, or On Hold status.
- ✓ **ePAF Blackout:** As described above, do not initiate or save ePAFs 11/2 thru 11/5.

- ✓ **New ePAFs:** You may enter new ePAFs starting 11/6. If you still need a transaction that was withdrawn on 11/2, then a new ePAF must be started. Do not resubmit old ePAFs created before 11/6. NOTE: Existing Preauthorization ePAFs that are fully executed by 12pm on 11/2, can still be used on or after 11/6 for the Step 2 ePAF. More information about using executed Preauthorization ePAFs will be provided soon.

- ✓ **New Norman salaried employees join the biweekly pay schedule:** The following transactions effective 11/4 or later place a Norman salaried employee in the biweekly pay schedule:
 - New hires or rehires into a salaried position
 - Transfers from an hourly to a salaried position
 - Transfers from the Health Sciences Campus to a Norman salaried position

This affects Norman employees who are **Salaried Staff, 12-month Academic Appointments including researchers, Salaried Student Employees, and Graduate Assistants**. This does not affect Norman 9-month academic appointments, hourly employees, or HSC employees.

Do not use an effective date before 11/4 for these transactions. If a past effective date is required, please contact HrRecords@ou.edu before submitting the ePAF.

Timeline Summary

Date	Event
11/2, 12pm	All pending ePAFs, except for Funding Change ePAFs and Add Pay ePAFs, for any employee must be either at the HR/Payroll step or be completely withdrawn by 12pm on Thursday 11/2.
11/2-11/5	ePAF Blackout: Do not initiate or save ePAFs 11/2 thru 11/5.
11/6	You may enter new ePAFs starting 11/6. If you still need a transaction that was withdrawn on 11/2, then a new ePAF must be started.
11/16	The Norman ePAF deadline for this biweekly pay period is 11/16. NOTE: The Norman biweekly salaried employees will be on the same biweekly schedule used for Norman hourly employees.
11/17*	The Norman time entry deadline is 11/17 for the biweekly pay period ending 11/17. Salaried employees continue to enter exception time (leave) only.
11/20*	Timesheets for both campuses are locked at 12pm on Monday, 11/20

*Earlier than usual because of upcoming holiday.