

**Subject:** 9/12 Contract Renews 8/1 Faculty Transitioning to Biweekly Payroll  
**Date:** Tuesday, April 23, 2024 at 1:40:58 PM Central Daylight Time  
**From:** PaydayChange  
**To:** PaydayChange

Hello!

You are receiving this email to provide background into the OU Norman Campus' transition of monthly paid employees to a biweekly payroll schedule in 2024. The timeline and details for each employee's transition is dependent on their pay group (i.e., 12-month faculty/staff, 9 paid over 9 months or 9 paid over 12 months, GA, student, etc.). Currently, over half of Norman Campus employees are paid on a biweekly schedule. Moving all employees to a biweekly schedule will help significantly reduce payroll errors, including over/under payments, and streamline processing across campus.

Because transition details vary by each pay group, we are contacting you to provide information specific to your current pay group. As of March 2024, you are currently setup as a 9-month appointment paid over 12 months. The details below assume you will be in this same pay group upon transition to a biweekly payroll in **August 2024**. On a biweekly pay frequency, you will receive a paycheck every other Friday. If you expect your pay group to change prior to the biweekly implementation or believe you have received this email in error, please reach out to the email below and we can help answer specific questions for your situation.

### **Current State**

The last monthly paycheck you will receive as part of your 2023-2024 academic contract pay will be on July 31, 2024 and will include pay for July 1, 2024 to July 31, 2024. Your current monthly payroll schedule runs August 1 – July 31 and your monthly gross paycheck is calculated by taking your annual 9-month salary and dividing it by 12 months. Summer salary for summer 2024 will remain on the monthly schedule you are used to this summer – those summer dates for monthly payroll are May 16 – August 15.

### **Future State**

When your 2024-2025 academic contract renews in August 2024, you will be paid on a biweekly schedule with the first academic year pay period beginning on August 10, 2024. This does not impact your expected contract work dates as indicated in your original offer letter; the payroll dates simply correlate to the new biweekly academic payroll schedule. Because biweekly payroll is processed two weeks in arrears, under the new biweekly payroll schedule you would receive your first biweekly paycheck and first paycheck for the 2024-2025 academic year on September 6, 2024 for the pay period August 10, 2024 to August 23, 2024 (this is demonstrated in the calendar below). Your biweekly gross pay is calculated by taking your 9-month annual salary divided by 26 pay periods. However, because the biweekly payroll schedule will create a one-time delay between your last monthly paycheck on July 31, 2024 paycheck and your first biweekly paycheck on September 6, 2024, you will receive one additional biweekly paycheck during the 2024-2025 academic payroll cycle on August 23, 2024 (see calendar below), resulting in your annual salary split across 27 biweekly paychecks for this year only. This additional paycheck on August 23, 2024 is designed to help during the biweekly transition month for this

specific pay group (9/12 faculty with an 8/1 contract renewal date).

**9/12 Positions - Contract Renews 8/1:**

- 07/31/24: Last regular monthly paycheck for last payment of 2023-2024 contract
- 08/10/24: First biweekly pay period begin date for the 2024-2025 academic payroll cycle
- 08/23/24: First biweekly paycheck for the 2024-2025 contract pay cycle for your pay group (9/12 faculty with contract renewal date of 08/01)
- 09/06/24: Second biweekly paycheck for the pay period 08/10/24 – 08/23/24

**9/12 Faculty - Contract Renews 8/1**

- First biweekly paycheck for the 2024-2025 contract year paid on 08/23/24.
- Biweekly pay period from 08/10/24-08/23/24 is paid on 09/06/24

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

To download the 2024-2025 biweekly payroll schedule click [HERE](#).

To view an example of what your gross pay will look like for the 2024-2025 academic year, click [HERE](#) to download a gross pay calculator.

We understand that any change, especially one involving pay, can be concerning. If you have any questions please don't hesitate to contact us at [paydaychange@ou.edu](mailto:paydaychange@ou.edu). Additionally, there are additional resources available, including upcoming town halls where you can learn more:

1. Visit the biweekly transition [WEBSITE](#)
2. Attend a town hall presentation via Zoom – [REGISTER HERE](#)
3. Email us at [paydaychange@ou.edu](mailto:paydaychange@ou.edu)
4. Review the [FAQ section](#) on our website

Thank you for your patience and cooperation during this project. We appreciate your help in making this transition a success and are committed to addressing any concerns you may have.

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