

Subject: 9/12 Faculty with 8/1 Contract Renewal Transitioning to Biweekly Payroll
Date: Monday, August 5, 2024 at 8:25:05 AM Central Daylight Time
From: PaydayChange
BCC:

Priority: High

Good morning!

You are receiving this email to provide an update on the details of your transition to a biweekly pay schedule. You should have received email communications from me beginning last fall.

You are currently setup as a **9-month appointment paid over 12 months**. 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 reply to me at paydaychange@ou.edu. If you have stepped up into a 12-month position or will be stepping up into a 12-month position I will be in touch next week with an alternative email to you that specifically addresses your transition details since your appointment type is changing, but if you have any questions in the meantime do not hesitate to contact me at paydaychange@ou.edu.

Current State

The last monthly paycheck you will receive as part of your 2023-2024 academic contract pay was issued on July 31, 2024 and included 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 – those summer dates for monthly payroll are May 16 – August 15.

Please note that if you are receiving summer salary in August, that will be issued on an 8/16/24 paycheck this year instead of 8/30.

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 (i.e. your biweekly rate for the 2024-2025 contract year will be calculated by taking your annual salary divided by 27. When your contract renews in August 2025, your biweekly rate will be adjusted back to the regular calculation using 26 pay periods).** This additional paycheck with an issue date of 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).

Additional resources including the breakdown of how your insurance premiums will be deducted on the biweekly pay schedule can be found [HERE](#).

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 view 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. 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 on August 7th via Zoom – [REGISTER HERE](#)
3. Email us at 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.

Emily Pierce, MBA

Director

Administration & Finance

University of Oklahoma

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