

Subject: 9/9 Faculty Transitioning to Biweekly Payroll
Date: Tuesday, April 23, 2024 at 1:50:09 PM Central Daylight Time
From: PaydayChange
To: PaydayChange

Hello!

You are receiving this email to provide background into the OU Norman Campus's 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, 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 the 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 9 months. The details below assume you will be in this same pay group upon making the transition to a biweekly payroll in **August 2024**. On a biweekly pay frequency, you will receive a paycheck every other Friday during the academic biweekly payroll calendar; the academic biweekly payroll calendar includes 20 pay periods. If you expect your pay group to change prior to the biweekly implementation or believe you have received this email in error, please email me at paydaychange@ou.edu 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 May 31, 2024 and will include pay for May 1st – May 15th. Your current monthly payroll schedule runs August 16 – May 15 and your monthly gross paycheck is calculated by taking your annual 9-month salary and dividing it by 9 months in which approximately half of your monthly rate pays in May and half in August. If you receive summer salary during the summer of 2024, that will still pay on a monthly schedule as 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 payroll 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, **you will receive your first biweekly paycheck and first check 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 20 pay periods.**

9/9 Positions:

- 05/31/24: Last monthly paycheck for approximately half month of May and last paycheck of the 2023-2024 contract cycle

- 08/10/24: First biweekly pay period begins
- 09/06/24: First biweekly paycheck for the pay period 08/10/24 - 08/23/24 and first paycheck of the 2024-2025 contract cycle

9/9 Faculty

- First biweekly pay period begins 08/10/24, and is paid on 09/06/24 (first pay period of academic contract year 2024-2025).

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. 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
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

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