

FW: Transitioning to Biweekly Payroll in August 2024

PaydayChange <Paydaychange@ou.edu>

Tue 12/5/2023 2:47 PM

To: pacfam <pacfam@lists.ou.edu>

Cc: Young, Lizi <elizabeth.s.young@ou.edu>

Dear PACFAM –

When we emailed faculty in October, we only included contracted faculty. We did not include two groups of faculty 1) Adjuncts paid via Add pays and 2) Faculty Emeritus paid via Add pays. This group should only include those faculty that are paid for short courses/appointments don't align with the 4.5 or 9month schedule.

I want to get some information out to this group and below is what I have drafted to go out to them (hopefully this week). Will you please take a look and let me know if you have any questions or feedback?

Thank you,

Emily Pierce, MBA

Director

Administration & Finance

University of Oklahoma

(405) 325-5034

From: PaydayChange <Paydaychange@ou.edu>

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. You are currently setup as a monthly employee who is paid via additional pays, which means that your payment schedule is dependent on your hiring department and the terms of your hiring agreement. 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. If you expect your pay group or employment status 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

You are currently paid via additional pays on a monthly pay basis. The last monthly payment you could receive would be on 8/31/24. Your payment schedule is dependent on the details of your hiring agreement. Please contact your hiring department with any questions you have about your payment schedule.

Future State

If you will be paid during the fall 2024 semester, you will begin being paid on a biweekly schedule instead of monthly. Biweekly payroll is processed two weeks in arrears. Because you are likely paid intermittently or on a varying timeframe that does not necessarily correlate to the exact dates of the semester, your payments will be determined by your hiring department. If you have questions about biweekly payments beginning in the fall 2024, please contact your hiring department.

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

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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