

## April Monthly Timesheet - Early Submission Deadline Today

PaydayChange <Paydaychange@ou.edu>

Mon 4/15/2024 11:45 AM

To:Monthly Paid Employees NOR <MonthlyPaidEmployeesNOR@ou.edu>

Dear Monthly Paid Employees –

Today is an early deadline to submit your last monthly timesheet for April! While the timesheet is meant to capture any leave events through 4/19, work elapsed hours will auto-populate through 4/30. It is okay to leave those as is. When this timesheet gets pulled in for processing it will only look at 4/1 – 4/19. Today's timesheet deadline is 5PM. Your approver will have until Friday, April 19<sup>th</sup> at 5PM to approve timesheets.

Any PTO you've submitted on/after 4/20 will need to be resubmitted after 4/20. Here is a list of the biweekly timesheet deadlines and paydays:

<https://www.ou.edu/payroll/my-pay/paycheck-calendar>

There is no action for you to take in WorkForce for your bridge payment. If you elected to cash in PTO/ESL hours for the bridge payment, those hours will get reduced from your leave bank at the end of April/beginning of May and issued to you on a paycheck on 5/3.

You will continue to receive the automated emails from Payroll to remind you to submit your timesheets just on a biweekly schedule going forward.

If you have any questions please email me at [paydaychange@ou.edu](mailto:paydaychange@ou.edu).

Thank you!

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