

Re: Reminder of Early Deadline to Approve April Monthly Timesheets

PaydayChange <Paydaychange@ou.edu>

Tue 4/16/2024 1:56 PM

To: PaydayChange <Paydaychange@ou.edu>

Dear supervisors/time approvers –

This is just a reminder that monthly paid employees in your area had a deadline of Monday, April 15th to submit their LAST MONTHLY TIMESHEET for the month of April. And now you have an early deadline to approve these timesheets – please approve the April monthly timesheets by **5PM on Friday, April 19th**.

You must wait until tomorrow, Wednesday, April 17th to begin approving. If you login today the timesheets will not appear for you to approve.

Other things to note: When approving the timesheets you will notice time auto-populated through 4/30 and that is perfectly normal. The April timesheet will only be used to capture time/leave through 4/19 so any leave entered 4/20 – 4/30 will have to be resubmitted on the first biweekly timesheet.

If you have any questions please reach out to me at paydaychange@ou.edu.

Thank you!

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Director

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