

The Payroll Process is Changing!

On May 31, 2015 all OUHSC and OUHSC-based Tulsa employees will transition to bi-weekly pay.

Event Details:

- The last monthly paycheck will be May 29, 2015 and the first biweekly check will be June 26, 2015.
- Employees will be paid every two weeks. Pay days are two weeks after the working period as per the color code.
- Employees can convert up to 80 hours of leave into funds to bridge the 2-week gap in pay caused by the transition. This includes comp time and up to 40 hours of Sick or Extended Sick Leave. This will be paid June 12th.
- Leave conversion forms due to payroll coordinators by May 4th.
- Leave conversion data entered in PeopleSoft by May 8th.
- The ePAF System will be down from May 27th to May 30th.
- ePAFs entered before May 27th with an effective date after May 30th can be ‘recycled’.
- The leave balance update spreadsheet will be sent to payroll coordinators May 22nd and will be due back May 26th.
- A spreadsheet listing the supervisor defined for each employee will be sent to payroll coordinators May 22nd. It should be updated in PeopleSoft by May 28th.
- The pay period in blue from June 14th to June 27th will be FY 15. The pay period from June 28th to July 11th will be in FY 16.

May						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

June						
Su	Mo	Tu	We	Th	Fr	Sa
31	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				

July						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	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	1
2	3	4	5	6	7	8