

## The Payroll Process is Changing!

A Time, Attendance and Leave (TAL) system is being implemented and on May 31, 2015, all OUHSC and OUHSC-based Tulsa employees will transition to biweekly pay.

## Preparation Checklist: 6 months until transition

| Attend a Town Hall meeting (more dates   |
|--|
| in January and February)   |
| Visit <a href="http://www.ouhsc.edu/taltalk">http://www.ouhsc.edu/taltalk</a> for    |
| information and updates  |
| Contact your Employee Assistance   |
| Program regarding financial counseling   |
| and planning 1-800-327-2513  |
| Visit <a href="https://selfservehc.ouhsc.edu/">https://selfservehc.ouhsc.edu/</a> to |
| check your leave balance   |
| Review your monthly bills to determine   |
| current and future due dates for payments  |
| Contact TAL-Questions@ouhsc.edu with   |
| any questions  |