Time, Attendance and Leave (TAL) project initiated by the Office of the Provost with representatives from across campus participating in selection and planning.

Project initiated for three reasons: The monthly payroll is challenging for administration and recruitment; The Affordable Care Act (ACA) changes require tracking part-time employee hours in real-time, The State of OK moved to biweekly January 2013 and the University's higher education exemption for biweekly pay would eventually expire.

Selected Huntington Business Solutions product (ecotime) for TAL system. Project team and working group are working with vendor on iterative process.

ecotime will interface with PeopleSoft and become the official system of record for timekeeping.

FLSA non-exempt (hourly) employees will use the system to clock in and out, all employees will use the system for requesting and tracking leave and for timesheet submission and approval.

**OUHSC and OUHSC-based Tulsa employees will transition to biweekly pay May 31, 2015.**

The last monthly paycheck will be on May 29, 2015 and the first biweekly check will be on June 26, 2015.

- Employees can convert up to 80 hours of leave (including comp time), up to 40 hours of which can be Extended Sick Leave, into funds to bridge the 2-week gap in pay caused by the transition. This leave conversion will be paid out on June 26, 2015.
- Employees will need to select the conversion option in order to obtain this benefit, details to come on the selection process.
- Premiums (medical, dental, vision, LTC, life, AD&D) will be deducted from 24 checks/year, all other deductions from 26 checks/year.
- Typically any month that has 3 paychecks will not have premium deductions taken from the third check. In 2015, the 3rd check in October will have premium deductions so that the 80 hour leave conversion check does not have premium deductions.
The TAL system will automate many leave policies, including: No negative leave balances, cascading leave (below) and will ensure that comp time is elected and paid out at the maximum accrual of 90 hours.

- The TAL team realizes that this change is challenging and is committed to supporting the employee population throughout the transition.
- Financial counselors will be available through Magellan and financial institutions are aware and prepared to help employees with loans to bridge the gap if PTO is unavailable.
- Lyndi Zavy is serving as the TAL Change Management leader to be a single, dedicated resource for communication and support.
- A website has been created to answer frequently asked questions and house resources needed for transition: [http://www.ouhsc.edu/taltalk/](http://www.ouhsc.edu/taltalk/)
- Support for this project is critical to the success and the TAL team is looking to you to ensure that communication is consistent and supportive.