

DATE: February 17, 2015

SUBJ: Archiving paycheck information

This past weekend payroll data for calendar year 2012 and leave data for calendar year 2011 was archived.

Archived paychecks will no longer be available in Self Service for employees to view as pay stubs. Archived leave data will no longer appear when accessing the My Leave Activity link on the Home page, or the View Leave Activity button in Time Entry. Contact your HR or Payroll office if you have a need for historical information that has been archived.

Self Service Time Entry information will NOT be archived at this time and will continue to be viewable in Self Service.