



Posting Date: April 7, 2025

Archiving Additional Paycheck Information

Over the weekend of April 5-6, payroll data for calendar year 2022 and leave data for calendar year 2021 has been archived.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 Contact your HR or Payroll office if you have a need for historical information that has been archived.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.

Questions?

If you have questions about this information, contact your Human Resources or Payroll office. You can obtain contact information from within Self Service. Under "Need Assistance?", select "Employee Contacts".