• How long will paycheck data be available through employee self-service after an employee terminates employment?

Paycheck data will be available for 18 months from the date of termination.

• I couldn’t locate my leave balance information when viewing my paycheck data. What am I doing wrong?

Leave balance information is not included with the paycheck data. It is accessed through View Leave Balances. To view your leave balances, click on the View Leave Balances tile.

• How long will paycheck data be available through employee self-service?

Paycheck data will be available for a minimum of three calendar years.

• If I get paid by check or debit card, rather than by direct deposit, will my paycheck information be available through employee self-service?

All paycheck information will be available through employee self-service regardless of the method by which you receive your pay.

• I am employed by one of the Board of Regents’ Institutions. I can’t find any of my paychecks through employee self-service. Why can’t I find this information?

Because each Regents’ Institution computes pay for its employees, this information is not available through employee self-service.

• I can’t find paycheck data for a particular pay period. Why can’t I find this information?

The most likely explanation would be that the paycheck you are searching for was later adjusted. When a paycheck is adjusted, the adjusted paycheck will display but the original paycheck no longer will be available. The adjusted paycheck will have a pay period end date for the off-cycle in which the adjustment was processed. Contact your agency human resource or payroll office for assistance.