

View Paycheck FAQ's

- **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.