

OPM 02-06

DATE: February 8, 2002

TO: All Agency Payroll Users

FROM: Glenda Gesell, Assistant Administrator
Information Technology Systems

RE: Agency Payroll System Archive

Once again, the time has come to archive information from the Agency Payroll System. Archiving improves system performance and ensures that we have enough space to continue operations.

Beginning February 19, 2002, we will archive "employee" information for all employees who have been terminated from your agency for at least two years. Beginning no later than February 21, 2002, we will start archiving information for **current** employees that is two years old or older (for example, claim details that you see on the APMEVD screen).

If you want to make extracts of what is currently on the database, please do so before February 19, 2002. If an employee has been archived in error, we can un-archive that person. If you need information on a specific individual that was not archived in error, we can produce a report.

If you need further information, please contact Linda Belinski at (405) 521-6321.

GG:Imb