***Please distribute this alert to any users within your agency who are responsible for time and attendance activity in SAP.***

**Archiving Time Data and Payroll Results in SAP on April 3, 2020**

* Information regarding the archiving of time data and payroll results

IES will begin and finish archiving time data and payroll results in the SAP Production environment on **April 3, 2020**. The period being archived is calendar year 2016. For those users who schedule jobs independently during the day or overnight, there may be some delays or cancellations of jobs to accommodate archiving. Once archiving has completed and if users’ jobs have not been cancelled, they will resume immediately.

Please contact the IT Help Desk at 717.783.1087 for system performance issues experienced during this timeframe.

**Questions?**

Field time advisors should direct any questions related to this alert to their central agency time advisor. Central agency time advisors, FMLA specialists, and workers’ compensation coordinators may submit questions via an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.