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

**IES to Begin Archiving Payroll Results and Time Data in SAP on April 3, 2019**

* Information regarding the archiving of payroll results and time data

IES will begin archiving payroll results and time data in the SAP Production environment on **April 3, 2019** **and continue through** **April 12, 2019 on Wednesday through Friday of each week within that 2-week timeframe**.  The period being archived is calendar year 2013. It is anticipated during this time that users may experience some slowness of the system or transaction locks.  This will be due to the archive creation process and any related batch jobs.  Efforts are being made to ensure minimal interruption to business processes during normal business hours as well as any established batch jobs and scheduled activities.  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.  As archiving continues within the production environment, IES will monitor the system performance and ensure minimal interruptions to users.

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

The following transactions used by HR staff will be impacted:

* PC00\_M99\_CWTR (Wage Type Reporter)
* PC00\_M10\_CEDT (Remuneration Statement)
* PC\_Payresult

Please reference the attachment for changes to these three transactions.

**Questions?**
Field time advisors should direct any questions related to this alert to their Central Agency Time Advisor.  Central Agency Time Advisors 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.