

OPM 99-63

DATE: October 4, 1999

TO: All Agency Payroll Users

FROM: Glenda Gesell, D. P. Branch Manager
Management Information Services

RE: Agency Payroll System Archive Update

It is time once again to archive some information on the Agency Payroll System. We understand you would prefer all your information be readily available at all times, however, archiving does improve system performance.

Beginning October 25, 1999, the information on all employees who have been terminated from your agency for at least two years will be archived. We will then begin archiving information at least two years old for **current** employees.

If you want to make extracts of what is currently on the database, please do so before October 25, 1999.

If you need further information, please call me at (405) 521-6316, or contact Linda Belinski at (405) 521-6321.

GG:Imb