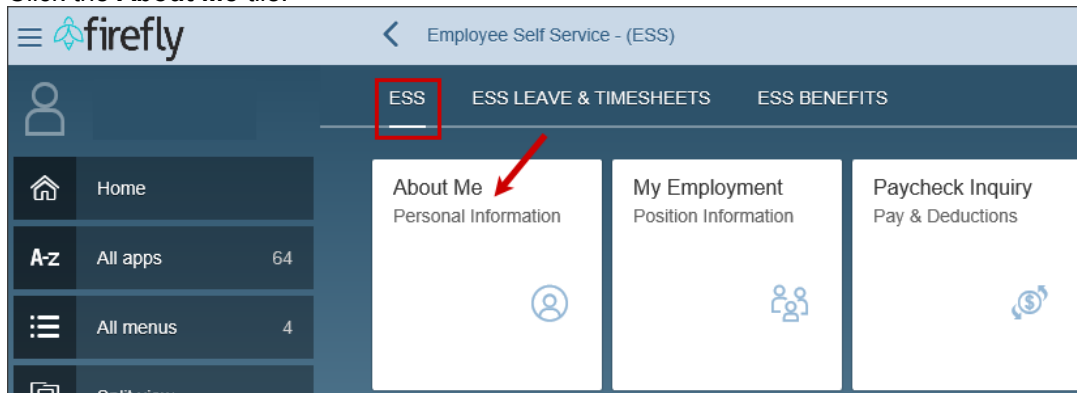


Annual Salary Notifications Available by July 1, 2019

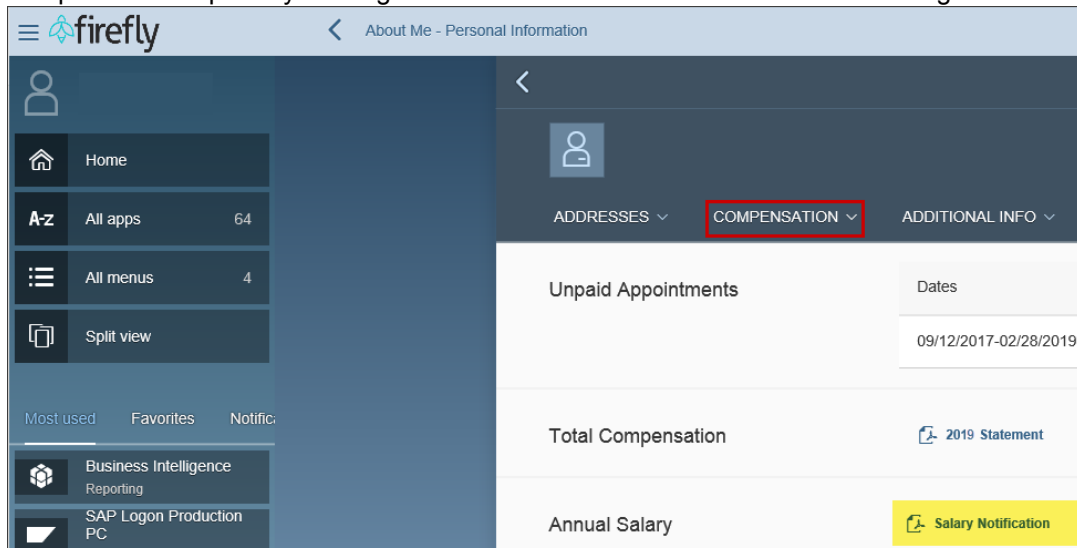
Salary notifications* will be available in Firefly by July 1, 2019. The previous year's salary notification will no longer be available, so if you wish to retain a copy please print or download the PDF by June 28, 2019.

To access your salary notification:

1. Log into Firefly.
2. Click the **Employee Self Service** tile.
3. Click the **About Me** tile.



4. Navigate to the **Compensation** area of the page.
5. Click the **Salary Notification** link. The salary notification will open in PDF format. You can save it to your computer and/or print by clicking the **Download to Print** button at the bottom right of the screen.



The *Annual Salary Notification* link will remain in ESS until the following year and only the current year's notification will be accessible. Please contact your campus help desk if you have problems with Firefly or opening the PDF file. Please contact your supervisor if you have salary questions.

*Not every employee at the University will receive a salary notification via Employee Self Service. Employees who do not receive a notification will see the following message: *Annual salary notification not available. Please contact your supervisor.*