
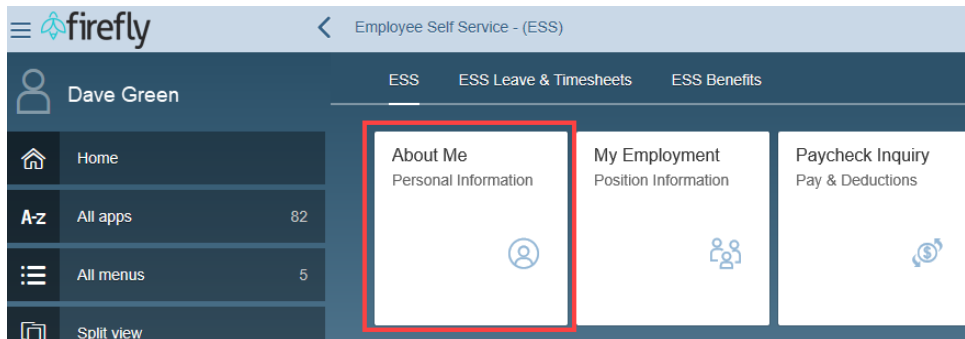



Annual salary notifications available by July 1, 2022

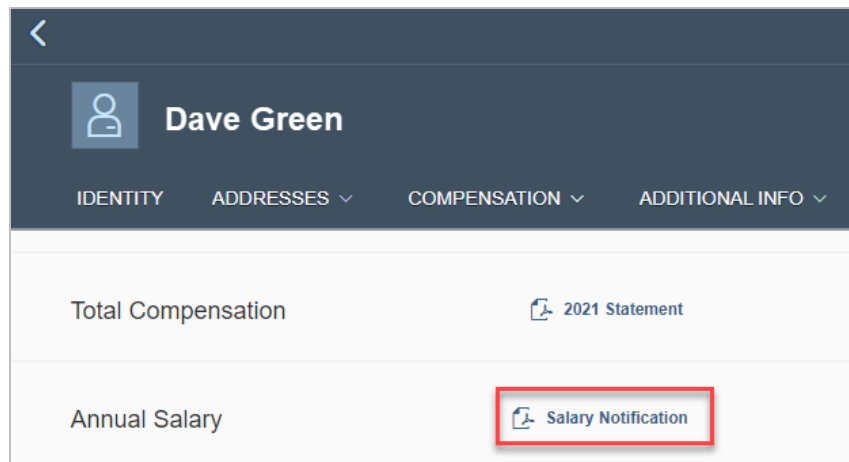
Salary notifications* will be available in Firefly by July 1, 2022. At that time, the previous years' salary notification **will no longer be available**. To retain a copy, print or download the PDF before June 30th.


 Employee total compensation statement can be found above the salary notification. Example shown below.

To access the salary notification in Firefly, click the **Employee Self Service** tile, then **About Me** tile.



Scroll down to Compensation and click on  **Salary Notification**.



The salary notification will open in PDF format. Save the PDF and/or print by clicking on  **Download to Print** at the bottom right of the screen.

This *Annual Salary Notification* link will remain in ESS until the following year and only the current year's notification will be accessible. Request assistance from a campus help desk for any issues within Firefly or opening the PDF file. Contact your supervisor if you have salary questions.

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

Example of an annual compensation statement:

