

## Annual salary notifications available by July 1, 2021

Salary notifications\* will be available in Firefly by July 1, 2021. At that time, the previous years' salary notification *will no longer be available*. To retain a copy, print or download the PDF before June 30<sup>th</sup>.

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

| ≡ ☆firefly < Employee Self Service - (ESS) |  |                                  |                                       |                                      |  |
|--|--|----------------------------------|---------------------------------------|--------------------------------------|--|
| Dave Green                                 | Dave Green ESS ESS Leave & Timesheets ESS Benefits |                                  |                                       |                                      |  |
| Home                                       |  | About Me<br>Personal Information | My Employment<br>Position Information | Paycheck Inquiry<br>Pay & Deductions |  |
| A-z All apps                               | 82   |                                  | 0.0                                   |                                      |  |
| All menus                                  | 5  | (8)                              | දිනි                                  | (S)                                  |  |
| Split view                                 |  |                                  |                                       |                                      |  |

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

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|----------------------------|--------------------------|--|
| A Dave Green               |                          |  |
| Addresses ~ Compensation ~ | Additional info $ \sim $ |  |
| Total Compensation         | らん 2020 Statement        |  |
| Annual Salary              | 5 Salary Notification    |  |

The salary notification will open in PDF format. Save the PDF and/or print by clicking on  $\frac{1}{2}$  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."