



Memo

Date: June 28, 2021
To: Business managers and payroll administrators
From: Shannon Wiggins, HRMS Analyst, Office of Human Resources
Re: Paychex preview payroll data cleanup and receiving files

Paychex will be performing data cleanup in the next few weeks. In Preview for the calendar year of 2021 ONLY, employee records with a termination date prior to December 2019 will be removed. There is no reason to keep that data in 2021 as they are legacy records only.

All data for these employees will remain in all other calendar years in Preview, where they existed before. All records will remain available in Human Resources Online (HRO) and TLO (where applicable).

Many of you receive your payroll files the same day you send them. **For your next two check dates/payroll runs, please wait to receive your payroll files back until the next day.** For example, if you send your file on a Wednesday, you should receive the file on Thursday.

If you have any questions, please let me know at 404-920-7492 or swiggins@archatl.com.

Thank you.