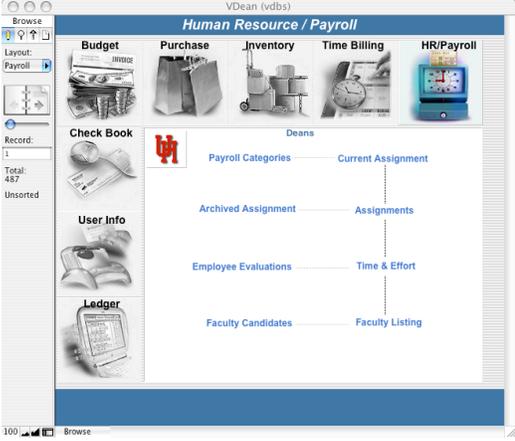


Archived Assignment Training

<p>I.</p>	<p>From the main menu, select the HR/Payroll Button</p> 	
<p>II.</p>	<p>From the Human Resource / Payroll Menu, select the Archived Assignment</p> <p style="text-align: center;">Archived Assignment</p>	
<p>II.</p>	<p>From the Archived Assignment Search Criteria screen, enter the information you are looking for.</p> <p>***Remember, the department is a required field if you only have access to your own department.</p> <p>Once you have completed the search criteria, select the Find button to see your results</p>	
<p>III.</p>	<p>In the footer of each Archived Assignment screen, There will be a list of buttons to navigate back and forth from the Search Criteria and your results or to go back to your department Main Menu</p> <p style="text-align: center;">***VNet Help Desk 713.743.1618 or support@vnet.uh.edu ***</p>	