I. From the main menu, select the HR/Payroll Button

II. From the Human Resource / Payroll Menu, select the Archived Assignment

III. From the Archived Assignment Search Criteria screen, enter the information you are looking for.

***Remember, the department is a required field if you only have access to your own department.

Once you have completed the search criteria, select the Find button to see your results

III. 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

***VNet Help Desk 713.743.1618 or support@vnet.uh.edu ***