M E M O R A N D U M

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **REVISED ITS OPERATIONS HOLIDAY SUPPORT - 2003**

The following days/hours will be supported by Information Technology Services (ITS) computer operations during the 2003-2004 Winter Recess holiday break.

Saturday	12/20/03	4:00 p.m.	All systems inactivated
Sunday	12/21/03		Open
Monday	12/22/03		Open
Tuesday	12/23/03	6:00 p.m.	Personnel/Payroll, MSAF, S&D, Approval, Textbook, Property Control, Compass (Maint. Transportation) systems inactivated
Wednesday	12/24/03	7:00 a.m.	ITS closes
Thursday	12/25/03		Closed
Friday	12/26/03		Closed
Saturday	12/27/03	11:00 p.m.	ITS opens
Sunday	12/28/03		Open
Monday	12/29/03	5:30 a.m.	All systems available
Tuesday	12/30/03	6:00 p.m.	MSAF, S&D, Approval, Textbook, Property Control, Compass (Maint. Transportation), Personnel/Payroll systems inactivated
Wednesday	12/31/03	6:00 p.m.	ITS closes – All systems unavailable
Thursday	01/01/04		Closed
Friday	01/02/04		Closed
Saturday	01/03/04	11:00 p.m.	ITS opens
Sunday	01/04/04		Open
Monday	01/05/04	5:30 a.m.	All systems available

If there are questions regarding this memo, please call Support Services at 305-995-3705(0).

HAVE A HAPPY AND SAFE HOLIDAY SEASON!!