

MEMORANDUM

November 24, 2003

TO: All Locations
FROM: Information Technology Services (ITS)
SUBJECT: **REVISED HOLIDAY SCHEDULE – 2003 ***SECOND NOTICE*****

In observance of the Thanksgiving Day holiday, mainframe applications will be inactivated according to the following schedule:

November 26,	4:30 p.m.	S&D and Textbooks Systems
	6:00 p.m.	Payroll and Personnel Systems MSAF Finance System (including Purchase Approval System) Maintenance Transportation Property Control
	11:00 p.m.	All remaining systems will be inactivated Information Technology Services Closes
November 27, 28, 29, 30		Information Technology Services Closed
November 30	11:00 p.m.	Information Technology Services Opens
December 1,	5:30 a.m.	Online systems will be available

Questions regarding this memo should be directed to Support Services at 305-995-3705(0).