**M E M O R A N D U M**

November 23, 2004

TO:            All Locations

FROM:          Information Technology Services (ITS)

SUBJECT:       **HOLIDAY SCHEDULE - 2004**

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

    November 24,    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 25, 26, 27, 28            Information Technology Services Closed

    November 28,   11:00 p.m.        Information Technology Services
Opens

    November 29,    5:30 a.m.        Online systems will be available

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