

MEMORANDUM

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **ITS OPERATIONS HOLIDAY SUPPORT - 2004**

The following days/hours will be supported by Information Technology Services (ITS) computer operations during the 2004-2005 Winter Recess holiday break.

Saturday	12/18/04	4:00 p.m.	All systems inactivated
Sunday	12/19/04		Open
Monday	12/20/04	5:00 p.m.	Personnel/Payroll Inactivated
Tuesday	12/21/04	5:00 p.m. 6:00 p.m.	Personnel/Payroll inactivated MSAF, S&D, Approval, Textbook, Property Control, Compass (Maint. Transportation) systems inactivated
Wednesday	12/22/04	12:00 p.m.	ITS closes CICS will be unavailable all day
Thursday	12/23/04		Closed
Friday	12/24/04		Closed
Saturday	12/25/04		Closed
Sunday	12/26/04	11:00 p.m.	ITS opens
Monday	12/27/04	5:30 a.m.	All systems available
Tuesday	12/28/04		Open
Wednesday	12/29/04	12:00 p.m.	MSAF, S&D, Approval, Textbook, Property Control, Compass (Maint. Transportation), Personnel/Payroll systems inactivated
Thursday	12/30/04	7:00 a.m.	ITS Closes
Friday	12/31/04		Closed
Saturday	01/01/05		Closed
Sunday	01/02/05	11:00 p.m.	ITS opens
Monday	01/03/05	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!!