

MEMORANDUM

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **PERSONNEL/PAYROLL SYSTEM AVAILABILITY – SECOND NOTICE**

In order to perform system maintenance, the Personnel and Payroll systems will be inactivated at 6:00 p.m. on Wednesday, January 28. These systems will be available on Thursday, January 29, at 5:30 a.m.

We apologize for any inconvenience this may cause.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).