

This message was sent with High importance.

From: Behrens, Peggy Sent: Tue 6/2/2009 2:52  
To: Alex, Sabrina; Arellano, Melinda; Bastani, Ethel; Belisle, Sandra; Blum, Teresa; Bonelli-Filter, Donna; Borg, Sidney; Bowen, Carnegie; Bowen, Carnegie; Bowen, Kim; Brandl, Kimberly; Brumm, Fay; Burleson, Cassandra; Bustamante, Daniel; Butler, Cherie; Caudel, Stephanie; Brandon, Cindy; CHAGOLLA, DOLORES; Clendenen, Sue; Corso, Tracey; Daniels, Becky; De La Rosa, Linda; Delsigne, Mark; Flournoy, Adriana; Franklin, Regina; Fuller, Jennifer; Galera, May; Garza, Elaine Y.; Gayk, Maureen; Gillis, Angie; Gneiting, Karen; Graves, Letitia; Green, Judy; Green, Shawana; Guthrie, Trudy; Harris, Jo; Dibble, Sherry; Hernandez, Marianna; Holguin, Sylvia; Hoogerwerf, Chris; Howard, Chelika; Ignacio, Gloria; Ignacio, Vanessa; Khalil, Hala; Kilkelly, Marla; Ku, Bo; Laurenson, Cindy; Lawson, Linda; Leathers-Zagorsky, Debbie; Legaspi, Joel; Long, Rhonda; Lopez, Sally; Marabella, Debra; Marquez, Yvette; Martine, Sue; Martinez, Maribel Amanda;  
Cc:  
Subject: REMINDER - HRMS not available from 5:00 P.M. June 18 until 7:00 A.M. Tuesday June 23

**ATTENTION TIME KEEPERS AND DEPARTMENT PAYROLL REPRESENTATIVES: REMINDER – REMENIDER - REMINDER**

**PeopleSoft HRMS will be down to move to new hardware from 5:00 P.M. Thursday June 18<sup>th</sup> until Tuesday June 23<sup>rd</sup> at 7:00 A.M**

**There will be no access to HRMS during this time.**

You must plan for this down time when processing Time and Labor for PP13. Please start your Time and Labor entry early enough to account for this lost time.

OASIS will be running the Time and Labor processes, i.e. Load Time Data and Time Administration at 1:00 P.M. Thursday June 18<sup>th</sup> so that any departments that have T&L data ready to be approved can approve that data Thursday before 5:00 P.M.

The Time and Labor processes will also run at the usual time of 1:00 P.M. Tuesday June 23<sup>rd</sup> so departments that still have data to enter or changes to make have until then to complete their T&L data entry or process prior period adjustments.

If you approved time on Thursday June 18<sup>th</sup> you can still make changes or additions to T&L data Tuesday June 23<sup>rd</sup> until 1:00 P.M.

Allow enough time on Thursday June 18<sup>th</sup> for any reports or Rapid Entry sessions to finish processing before 5:00 P.M. or that report/process will be stopped when the system goes down. Any processes running when the system is brought down will be terminated.

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