

Type: Alerts	ID Number: A 303
Date: Jan. 17, 2017	Subject: People First System Downtime

Suggested Audience:

All employees

Details:

The People First system will be **unavailable starting 11:30 p.m. ET on Friday, Feb. 3, 2017, until approximately 7 p.m. ET on Sunday, Feb. 5, 2017.**

During the system downtime, the following will apply:

- A system maintenance splash page will be displayed if a user attempts to log in.
- The Interactive Voice Response (IVR) system will not be available. Messaging will be added to the IVR for the period of time it is not available.
- Performance & Talent Management will not be available. However, the applicant site (<https://jobs.myflorida.com>) will be available for applicants to apply to job vacancies.
 - Hiring managers (or other users) will not have access to requisition/applicant data.
 - Managers and employees will not have access to performance evaluation activities.
- Flexible spending account (FSA) participants will not have access to the Chard Snyder website, as the FSA & HSA Information quick link (single sign on functionality) will be not accessible.
- Access to the data warehouse Web portal (using the Data Warehouse Reports link within People First) will not be available. However, users will have access to the data warehouse using other connections (e.g., Impromptu).
 - The data warehouse refresh **will process as normal** on Friday (Feb. 3) and Sunday (Feb. 5).
 - The data warehouse refresh **will be placed on hold** on Saturday (Feb. 4).
 - Any automated programs (jobs) or data extracts that are scheduled to run during the downtime should be rescheduled to run after the downtime.