



<b>Type: Alerts</b>	<b>ID Number: A 318</b>
<b>Date: May 16, 2019</b>	<b>Subject: People First System Downtime - Maintenance</b>

**Suggested Audience:**  
All employees

**Details:**

The People First system will be **unavailable starting at 6 p.m. Eastern time on Friday, May 24, 2019, through 8 a.m. Eastern time on Tuesday, May 28, 2019**, for system maintenance.

During the system downtime, the following will apply:

- A system splash page will be displayed if a user attempts to log in.
- The Interactive Voice Response (IVR) system will be unavailable. 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 candidates to apply to job vacancies.
  - Hiring managers (or other users) will not have access to requisition/candidate 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 quick link and Other Resources tile (single sign-on functionality) will not be accessible. However, participants can access account information using the Chard Snyder mobile app.
- Data Warehouse
  - Access to the data warehouse business objects – BOBJ (using the Ad Hoc Reporting link within People First) will not be available. However, users will have access to the data warehouse using other connections (e.g., SQL).
  - The nightly data warehouse refresh will be impacted as follows:
    - Refresh **will process as normal** on Friday (May 24), **but could take longer than normal to complete.**
    - Refresh **will not process** on Saturday (May 25) or Sunday (May 26).
    - Refresh **will process as normal** on Monday (May 27).
  - Any automated scripts/extracts (jobs) that your agency runs out of the data warehouse should be **rescheduled to run after 8 a.m. Eastern time on Tuesday, May 28.**
  - The following weekly data load jobs normally scheduled to process on Saturday/Sunday **will not process** during the downtime. The first update after the downtime **will occur** on the weekend of June 1 - 2.
    - Benefit Under/Over – data populates Benefits Underpayment/Overpayment Report
    - Leave Balance – data populates the Leave Balance Report
    - OPS Hours – data populates the OPS FYTD Report
    - Timesheet – data populates the Missing Timesheet Report