

2013 End of Year FAMIS/ADPICS Schedule

FAMIS/ADPICS Hours of Operations:

Non-Payroll Week

Day	FAMIS Open Schedule	ADPICS Open Schedule	INTERFACE
Monday	7 am - 7 pm	7 am - 7 pm	AS NORMAL SCHEDULE
Tuesday	7 am - 8 pm	7 am - 8 pm	AS NORMAL SCHEDULE
Wednesday	7 am - 8 pm	7 am - 8 pm	AS NORMAL SCHEDULE
Thursday	7 am - 8 pm	7 am - 8 pm	AS NORMAL SCHEDULE
Friday	7 am - 8 pm	7 am - 8 pm	AS NORMAL SCHEDULE
Saturday	7 am - 7 pm	7 am - 7 pm	No Interface
Sunday	Closed	Closed	

Payroll Week

Day	FAMIS Open Schedule	ADPICS Open Schedule	INTERFACE
Monday	7 am - 7 pm	7 am - 7 pm	AS NORMAL SCHEDULE
Tuesday	7 am - 7 pm	7 am - 7 pm	AS NORMAL SCHEDULE
Wednesday	7 am - 8 pm	7 am - 8 pm	AS NORMAL SCHEDULE
Thursday	7 am - 8 pm	7 am - 8 pm	AS NORMAL SCHEDULE
Friday	7 am - 8 pm	7 am - 8 pm	AS NORMAL SCHEDULE
Saturday	7 am - 7 pm	7 am - 7 pm	No Interface
Sunday	Closed	Closed	

- **FAMIS/ADPICS will have a special schedule the following dates:**
 - **Saturdays, September 7 and September 14** – FAMIS will be open from 7:00 AM – 7:00 PM. No interfaces will be processed.
 - **Saturday, September 21** – FAMIS will be open 7:00 AM and will close at noon in order to run the process which creates new-year documents (9800 process). No interfaces will be processed.
 - **Saturdays, September 28 and October 5** – FAMIS will be open from 7:00 AM – 7:00 PM. No interfaces will be processed.
 - **Friday, October 11** – FAMIS will be open from 7:00 AM to noon – At this time, FAMIS will close for End of Year processing and will reopen on Tuesday, October 15 at 7:00 AM. Please note that there will be no interfaces processed this Friday; any interfaces sent on Friday, will be processed on Tuesday, October 15. (Monday, October 14 is a holiday – Columbus Day)
 - FAMIS will be **closed on Sundays** with the exception of October 6 for additional availability to the departments. Any other exceptions will need to be previously arranged with Finance.
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****** All dates in this schedule are approximate and may change depending on needs and circumstances beyond our control.**