

## 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 8 and September 15** – FAMIS will be open from 7:00 AM – 7:00 PM. No interfaces will be processed.
  - **Saturday, September 22** – FAMIS/ADPICS 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 29 and October 6** – FAMIS/ADPICS will be open from 7:00 AM – 7:00 PM. No interfaces will be processed.
  - **Monday, October 8, Columbus Holiday** – FAMIS/ADPICS will be open from 7:00 AM – 7:00 PM. No interfaces will be processed.
  - **Friday, October 12** – FAMIS/ADPICS will be open from 7:00 AM to **noon** – At this time, FAMIS will close for End of Year processing and will reopen on Monday, 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 Monday, October 15.
  - FAMIS/ADPICS will be closed on **Sundays** with the exception of October 7. Any other exceptions will need to be previously arranged with Finance.

**\*\*\*\* All dates in this schedule are approximate and may change depending on needs and circumstances beyond our control.**