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INFORMS Users,

In preparation for the future launch of Time & Absence Enhancements, we would like to inform you that INFORMS Human Capital Management (HCM) production will be unavailable for required maintenance. Below please find specific details, date and time.

- Extending Payroll Lock Out: Users will be unable to submit time entries and absence requests for current, prior and/or future periods on **Wednesday, November 1st from 7 a.m. to Thursday, November 2nd at 3 a.m.** This also includes Job Data lockout for Department Personnel Representatives (DPRs). During this planned maintenance window, it is expected that all other INFORMS functions will be available to all County users.
- **INFORMS HCM Production** will be unavailable on **Thursday, November 2nd from 3 a.m. to 9 a.m.** Please note the Financials and Supply Chain Management (FSCM) business areas will not be impacted by this work.

The INFORMS team respectfully asks that you plan accordingly if there are any transactions or work needed to be processed around this time. Again, we apologize for the inconvenience, and appreciate your continued support and engagement!

As a reminder, if you encounter any system issues, please report them directly to the ITD Service Desk via the self-service portal at: <http://myit.miamidade.gov> or by dialing 305-596-HELP (4357).

Thank you,  
INFORMS Team