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INFORMS users,

In preparation for a Time & Absence enhancement, we would like to inform you that INFORMS Human Capital Management (HCM) production will be unavailable for a short period of time. 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, May 1st from 6:30 a.m. to 10 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.

The INFORMS team respectfully asks that you plan accordingly if there are any transactions or work that needs to be processed around this time. 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