# External Communication (for campus email & myUCF maintenance messages)

Subject: PeopleSoft Maintenance for November 1 - 7

Some PeopleSoft production ERP systems will be unavailable due to major scheduled maintenance from Friday, November 1 at 12:00 p.m. to Thursday, November 7 at 8:00 a.m. This maintenance period will be used to apply updates to the ERP systems to meet security, regulatory, and compliance obligations.

Outlined below are key myUCF functions and their status during the maintenance period and estimated down times.

**UNAVAILABLE DURING MAINTENANCE (*Friday, November 1 at 12:00 p.m. to Thursday, November 7 at 8:00 a.m.*):**

- Employee Self Service (Payroll and Compensation, Benefits, and Learning and Development pages)

- Manager Self Service

- Staff Applications - Human Capital Management

**UNAVAILABLE DURING MAINTENANCE (*Friday, November 1 at 12:00 p.m. to Monday, November 4 at 8:00 a.m.*):**

- Staff Applications - UCF Financials

**AVAILABLE DURING MAINTENANCE: *(Monday, November 4 at 8:00 a.m. to Thursday, November 7 at 8:00 a.m.):***

- Staff Applications - UCF Financials **READ ONLY (Query and Reporting Availability)**

***AVAILABLE DURING MAINTENANCE (Friday, November 1 at 12:00 p.m. to Thursday, November 7 at 8:00 a.m)*:**

- Student Self Service

- Employee Self Service (Personal Information)

- Faculty/Advisor Self Service

- Staff Applications - CRM

- Staff Applications - Campus Solutions

- myUCF Mobile

- Knightsmail account management

- NID password reset

- my.ucf.edu portal for access to:

      \*Webcourses@UCF

      \* Online Course Tools

      \* Library Online Services

Thank you for your understanding while we perform this required maintenance. If you have any questions please refer to the UCF Rising website: <https://rising.it.ucf.edu/>

# Internal Communication (Felicia will send to default O365 groups)

Subject: ACTION REQUIRED! PeopleSoft Maintenance for November 1 - 7

Some PeopleSoft production ERP systems will be unavailable due to major scheduled maintenance from Friday, November 1 at 12:00 p.m. to Thursday, November 7 at 8:00 a.m. This maintenance period will be used to apply updates to the ERP systems to meet security, regulatory, and compliance obligations.

Outlined below are key myUCF functions and their status during the maintenance period and estimated down times.

**UNAVAILABLE DURING MAINTENANCE (*Friday, November 1 at 12:00 p.m. to Thursday, November 7 at 8:00 a.m.*):**

Scheduled processes for **FI and HCM** will not run due to scheduled maintenance on the system supporting this service. **Users are advised to either put their jobs on hold or cancel and reschedule jobs that will run during the downtime window.**

- Employee Self Service (Payroll and Compensation, Benefits, and Learning and Development pages)

- Manager Self Service

- Staff Applications - Human Capital Management

**UNAVAILABLE DURING MAINTENANCE (*Friday, November 1 at 12:00 p.m. to Monday, November 4 at 8:00 a.m.*):**

- Staff Applications - UCF Financials

**AVAILABLE DURING MAINTENANCE: *(Monday, November 4 at 8:00 a.m. to Thursday, November 7 at 8:00 a.m.*):**

- Staff Applications - UCF Financials **READ ONLY**

***AVAILABLE DURING MAINTENANCE (Friday, November 1 at 12:00 p.m. to Thursday, November 7 at 8:00 a.m)*:**

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