



<b>Type: Alerts</b>	<b>ID Number: A 311</b>
<b>Date: Sept. 11, 2018</b>	<b>Subject: People First System Downtime – Open Enrollment</b>

**Suggested Audience:**  
All employees

**Details:**

The People First system will be **unavailable starting at 5 p.m. Eastern time on Friday, Sept. 28, 2018, through 8 a.m. Eastern time on Sunday, Sept. 30, 2018**, to implement the 2019 plan year Open Enrollment enhancements and to process Open Enrollment preparation jobs (e.g., take Open Enrollment snapshot, spool benefit statements). **Note:** The Insurance Benefits module (benefits screens) will be unavailable until the Open Enrollment benefit statement process is completed (estimated to be available by noon Eastern time on Monday, Oct. 1).

During the system downtime, the following will apply:

- A system splash page will be displayed if a user attempts to log in.
- The Interactive Voice Response (IVR) system will be unavailable. Messaging will be added to the IVR for the period of time it is not available.
- Performance & Talent Management will not be available. However, the applicant site (<https://jobs.myflorida.com>) will be available for applicants to apply to job vacancies.
  - Hiring managers (or other users) will not have access to requisition/applicant data.
  - Managers and employees will not have access to performance evaluation activities.
- Flexible spending account (FSA) participants will not have access to the Chard Snyder website as the FSA/HSA quick link and Other Resources tile (single sign-on functionality) will not be accessible. However, participants can access account information using the Chard Snyder mobile app.
- Access to the data warehouse web portal (using the Data Warehouse Reports link within People First) will not be available. However, users will have access to the data warehouse using other connections (e.g., Impromptu).
  - The nightly data warehouse refresh of materialized views **will process as scheduled, but could take longer than normal to complete**. Therefore, it is recommended that any automated scripts/extracts (jobs) that your agency runs out of the data warehouse be **rescheduled to run after 10 a.m. Eastern time on Sept. 29 and 30**.