

## CONTENT AREA

### HRIS Availability

## ANNOUNCEMENT

The following is the latest HRIS availability schedule for the remainder of the 2013 calendar year and the first part of calendar year 2014. YES, Employee Time Entry (ETE), MAP or Talent Management will not be affected.

Wednesday, December 25 - No Handwrite Input

Saturday, December 28 - No Handwrite Input

Sunday, December 29 - No Handwrite Input

Monday, December 30 - Last day for a 2013 Handwrite

Tuesday, December 31 - No HRIS Update (including No Handwrite Input)

Wednesday, January 1 - No Handwrite Input

Tuesday, January 7 - No Handwrite Input if it adjusts leave balances

Wednesday, January 15 - No HRIS Update until 10AM

For the latest HRIS availability information, please visit the HRIS Website at:

<http://www.hr.az.gov/hris/>

## ISSUED

December 24, 2013