

# RWU Administrative System Maintenance Schedule 2020

| January |     |      |     |      |     |     |
|---------|-----|------|-----|------|-----|-----|
| Sun     | Mon | Tues | Wed | Thur | Fri | Sat |
|         |     |      | 1   | 2    | \$  | 4   |
| 5       | 6   | 7    | 8   | 9    | 10  | 11  |
| 12      | 13  | 14   | 15  | 16   | \$  | 18  |
| 19      | 20  | 21   | 22  | 23   | 24  | 25  |
| 26      | 27  | 28   | 29  | 30   | \$  |     |

| April |     |      |     |      |     |     |
|-------|-----|------|-----|------|-----|-----|
| Sun   | Mon | Tues | Wed | Thur | Fri | Sat |
|       | 1   | 2    | 1   | 2    | 3   | 4   |
| 5     | 6   | 7    | 8   | 9    | \$  | 11  |
| 12    | 13  | 14   | 15  | 16   | 17  | 18  |
| 19    | 20  | 21   | 22  | 23   | \$  | 25  |
| 26    | 27  | 28   | 29  | 30   |     |     |

| July |     |      |     |      |     |     |
|------|-----|------|-----|------|-----|-----|
| Sun  | Mon | Tues | Wed | Thur | Fri | Sat |
|      |     |      | 1   | 2    | \$  | 4   |
| 5    | 6   | 7    | 8   | 9    | 10  | 11  |
| 12   | 13  | 14   | 15  | 16   | \$  | 18  |
| 19   | 20  | 21   | 22  | 23   | 24  | 25  |
| 26   | 27  | 28   | 29  | 30   | \$  |     |

| October |     |      |     |      |     |     |
|---------|-----|------|-----|------|-----|-----|
| Sun     | Mon | Tues | Wed | Thur | Fri | Sat |
|         |     |      |     | 1    | 2   | 3   |
| 4       | 5   | 6    | 7   | 8    | \$  | 10  |
| 11      | 12  | 13   | 14  | 15   | 16  | 17  |
| 18      | 19  | 20   | 21  | 22   | \$  | 24  |
| 25      | 26  | 27   | 28  | 29   | 30  | 31  |

| February |     |      |     |      |     |     |
|----------|-----|------|-----|------|-----|-----|
| Sun      | Mon | Tues | Wed | Thur | Fri | Sat |
|          |     |      |     |      |     | 1   |
| 2        | 3   | 4    | 5   | 6    | 7   | 8   |
| 9        | 10  | 11   | 12  | 13   | \$  | 15  |
| 16       | 17  | 18   | 19  | 20   | 21  | 22  |
| 23       | 24  | 25   | 26  | 27   | \$  | 29  |

| May |     |      |     |      |     |     |
|-----|-----|------|-----|------|-----|-----|
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
|     |     |      |     |      | 1   | 2   |
| 3   | 4   | 5    | 6   | 7    | \$  | 9   |
| 10  | 11  | 12   | 13  | 14   | 15  | 16  |
| 17  | 18  | 19   | 20  | 21   | \$  | 23  |
| 24  | 25  | 26   | 27  | 28   | 29  | 30  |
| 31  |     |      |     |      |     |     |

| August |     |      |     |      |     |     |
|--------|-----|------|-----|------|-----|-----|
| Sun    | Mon | Tues | Wed | Thur | Fri | Sat |
|        |     |      |     |      |     | 1   |
| 2      | 3   | 4    | 5   | 6    | 7   | 8   |
| 9      | 10  | 11   | 12  | 13   | \$  | 15  |
| 16     | 17  | 18   | 19  | 20   | 21  | 22  |
| 23     | 24  | 25   | 26  | 27   | \$  | 29  |
| 30     | 31  |      |     |      |     |     |

| November |     |      |     |      |     |     |
|----------|-----|------|-----|------|-----|-----|
| Sun      | Mon | Tues | Wed | Thur | Fri | Sat |
| 1        | 2   | 3    | 4   | 5    | \$  | 7   |
| 8        | 9   | 10   | 11  | 12   | 13  | 14  |
| 15       | 16  | 17   | 18  | 19   | \$  | 21  |
| 22       | 23  | 24   | 25  | 26   | 27  | 28  |
| 29       | 30  |      |     |      |     |     |

| March |     |      |     |      |     |     |
|-------|-----|------|-----|------|-----|-----|
| Sun   | Mon | Tues | Wed | Thur | Fri | Sat |
| 1     | 2   | 3    | 4   | 5    | 6   | 7   |
| 8     | 9   | 10   | 11  | 12   | \$  | 14  |
| 15    | 16  | 17   | 18  | 19   | 20  | 21  |
| 22    | 23  | 24   | 25  | 26   | \$  | 28  |
| 29    | 30  | 31   |     |      |     |     |

| June |     |      |     |      |     |     |
|------|-----|------|-----|------|-----|-----|
| Sun  | Mon | Tues | Wed | Thur | Fri | Sat |
|      | 1   | 2    | 3   | 4    | \$  | 6   |
| 7    | 8   | 9    | 10  | 11   | 12  | 13  |
| 14   | 15  | 16   | 17  | 18   | \$  | 20  |
| 21   | 22  | 23   | 24  | 25   | 26  | 27  |
| 28   | 29  | 30   |     |      |     |     |

| September |     |      |     |      |     |     |
|-----------|-----|------|-----|------|-----|-----|
| Sun       | Mon | Tues | Wed | Thur | Fri | Sat |
|           |     | 1    | 2   | 3    | 4   | 5   |
| 6         | 7   | 8    | 9   | 10   | \$  | 12  |
| 13        | 14  | 15   | 16  | 17   | 18  | 19  |
| 20        | 21  | 22   | 23  | 24   | \$  | 26  |
| 27        | 28  | 29   | 30  |      |     |     |

| December |     |      |     |      |     |     |
|----------|-----|------|-----|------|-----|-----|
| Sun      | Mon | Tues | Wed | Thur | Fri | Sat |
|          |     | 1    | 2   | 3    | \$  | 5   |
| 6        | 7   | 8    | 9   | 10   | 11  | 12  |
| 13       | 14  | 15   | 16  | 17   | \$  | 19  |
| 20       | 21  | 22   | 23  | 24   | 25  | 26  |
| 27       | 28  | 29   | 30  | 31   |     |     |

Cloning is a copy of the production account to create a new test account. The test account will be unavailable until all new software updates are placed into the account and the changes are communicated via email. Data for Census (3/1 and 10/1 is captured at the close of business on the previous workday).

Members of the Colleague Steering Committee (ATS) and/or their designees are asked to complete and submit a Patch Review report if their area is impacted by recently installed updates. If you would like assistance with testing or would like to use the IT Training room, please let us know in advance of the patch review due date.

If cloning isn't scheduled for a specific month, software updates will still be installed into test. An email and report of patches will be sent to members of ATS for testing.

8pm maintenance as needed weekly. Users will be notified via email if maintenance is to occur.

Production Software Updates and WebAdvisor Maintenance: Software updates (aka patches) are placed into the production environment. The RWU Colleague system will be unavailable to all users as of 5pm until the following morning at 8am unless otherwise notified. Software updates will be placed into production as of the previous cloning date. WebAdvisor server maintenance will also be completed at this time.

University & School of Law pay day as published by HR represented by \$ symbol.

University and School of Law holiday as published by HR

University holiday observed as published by HR for eligible Food Service Union, Facilities Management Union, PSSA, and Public Safety Union employees.