

RWU Administrative System Maintenance Schedule 2015

| January | | | | | | |
|---------|-----|------|-----|------|-----|-----|
| 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 | \$ | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | \$ | 21 |
| 22 | 23 | 24 | 25 | 26 | 27* | 28* |

| March | | | | | | |
|-------|-----|------|-----|------|-----|-----|
| 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 | 31 | | | | |

| April | | | | | | |
|-------|-----|------|-----|------|-----|-----|
| 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 | | |

| May | | | | | | |
|-----|-----|------|-----|------|-----|-----|
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| | | | | | \$ | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | \$ | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | \$ | 30 |
| 31 | | | | | | |

| June | | | | | | |
|------|-----|------|-----|------|-----|-----|
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | \$ | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | \$ | 27 |
| 28 | 29 | 30 | | | | |

| July | | | | | | |
|------|-----|------|-----|------|-----|-----|
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| | | | 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 | 31 | |

| August | | | | | | |
|--------|-----|------|-----|------|-----|-----|
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | \$ | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | \$ | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| September | | | | | | |
|-----------|-----|------|-----|------|-----|-----|
| 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* | | | |

| October | | | | | | |
|---------|-----|------|-----|------|-----|-----|
| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
| | | | | 1* | \$* | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | \$ | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | \$ | 31 |

| November | | | | | | |
|----------|-----|------|-----|------|-----|-----|
| 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 | | | | | |

| December | | | | | | |
|----------|-----|------|-----|------|-----|-----|
| 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 | 31 | | |

Cloning is a copy of the production account to create a new test account. At approximately 3pm on day one, the current test account will be removed. Day two will be dedicated to updating the test account with all available software updates. *Cloning events during RWU Census dates will be started at the close of business on the previous month. The data will be captured at 12:01am on the actual census date.

Testing is to be completed by the members of the Colleague Steering Committee (ATS) and/or their designees. A report of recently installed patches will be provided via email after a test account is created from a clone of production. All areas/departments are required to review and test updates. Each area will submit a patch test result form to confirm review of the software updates. This date is also set aside for patch testing in a lab environment with representatives of many departments including Information Technology.

Production Software Updates and Web Advisor Maintenance: Software updates, also known as 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. Web Advisor Server maintenance will also be completed at this time.

SQL migration to begin on May 1, 2015 at 2pm with an anticipated live date of Monday, May 11, 2015.

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

School of Law holiday as published by HR.

University & SOL holiday as published by HR

University 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.