

# RWU Administrative System Maintenance Schedule 2022\*

January							February							March						
Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	\$	12	6	7	8	9	10	\$	12
9	10	11	12	13	\$	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	\$	26	20	21	22	23	24	\$	26
23	24	25	26	27	\$	29	27	28						27	28	29	30	31		
30	31																			

  

April							May							June						
Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2	1	2	3	4	5	\$	7				1	2	\$	4
3	4	5	6	7	\$	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	\$	21	12	13	14	15	16	\$	18
17	18	19	20	21	\$	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

  

July							August							September						
Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
					\$	2		1	2	3	4	5	6				1	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	\$	13	4	5	6	7	8	\$	10
10	11	12	13	14	\$	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	\$	27	18	19	20	21	22	\$	24
24	25	26	27	28	\$	30	28	29	30	31				25	26	27	28	29	30	
31																				

  

October							November							December						
Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1			1	2	3	\$	5					1	\$	3
2	3	4	5	6	\$	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	\$	19	11	12	13	14	15	\$	17
16	17	18	19	20	\$	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

\*Maintenance dates are subject to change. If there are dates scheduled for maintenance that impact your business process, please contact us via [colleaguesupport@rwu.edu](mailto:colleaguesupport@rwu.edu).

Cloning (copy of production to create a new test account) will make test 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. Please note cloning to test will be run twice a quarter.

Department heads and/or their designees are asked to complete and submit a Patch Review report if their area is impacted by recently installed updates. If assistance is needed with testing, please send us an email via [colleaguesupport@rwu.edu](mailto:colleaguesupport@rwu.edu) and we will schedule a day/time to review.

If cloning isn't scheduled for a specific month, software updates will still be installed into test and users will be notified.

Weekly maintenance at **8:30pm**. Users will be notified via email if maintenance requires quiet systems.

Production Software Updates and Self-Service Maintenance: The RWU Colleague system will be unavailable to all users as of **8:30pm** until the following morning unless otherwise notified. Software updates will be placed into production as of the previous cloning date.

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

University & School of Law holiday or floating holiday as published by HR.

Food Service, Facilities Management, Professional Support Staff Association, and Public Safety union employees holiday observed.