

From: sceis-ast@sceis.sc.gov

To: AST Leads, Finance Directors, HR Directors, MM Directors, SCEIS Alerts Recipients

CC: SCEIS Project Team, SCEIS Service Desk

Subject: SCEIS Maintenance this Saturday & Sunday, Feb. 18 & 19

Good Afternoon:

The SCEIS Team will be conducting routine system maintenance this weekend on Saturday morning, from 8:00 a.m. to 10:00 a.m. and Sunday morning, from 6:00 a.m. to 10:00 a.m. The SCEIS System will remain available throughout the weekend, however there may be temporary, brief outages in access to Citrix, MySCEmployee and SRM during these times. If you experience trouble logging into SCEIS during these time periods, please wait 15 minutes before attempting to log in again, or if possible, wait until the maintenance period is over.

Please forward this message to all SCEIS users in your agency to ensure they are aware of these maintenance periods.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.

Thank you,
The SCEIS Team