

**From:** SCEIS AST

**To:** AST Leads, HR Directors, Finance Directors, Procurement Directors, SCEIS Alert Recipients

**CC:** SCEIS Service Desk, SCEIS Team, SCEIS AST

**Subject:** SCEIS Daylight Savings Time Maintenance This Sunday, Nov. 6  
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This Sunday, November 6, beginning at 12:30 a.m., and lasting for two hours, the SCEIS Team will perform routine maintenance on the SCEIS System to adjust the time from Daylight Savings back to Eastern Standard Time. During this period, all portions of the SCEIS System will be unavailable: Enterprise Core Component, Business Warehouse, Supplier Relationship Management and MySCEmployee.

To ensure your agency is prepared for this planned SCEIS system maintenance period, **please forward this message to all appropriate individuals in your agency and make sure they are aware users should be logged out of the system prior to 12:30 a.m. on Sunday morning.**

If you have any questions, please feel free to contact us at [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov).

Thank you,  
The SCEIS Project Team



South Carolina Enterprise Information System

[www.sceis.sc.gov](http://www.sceis.sc.gov)

SCEIS is a project of the SC Budget and Control Board, Division of State Information Technology.