SCEIS SC ENTERPRISE INFORMATION SYSTEM
THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

From: sceis-ast@sceis.sc.gov
To: Finance Directors, HR Directors, Procurement Directors, SCEIS Alert Recipients
CC: SCEIS Service Desk
Subject: Planned SCEIS maintenance Saturday, Oct. 31 and Sunday, Nov. 1

SCEIS will perform standard planned system maintenance **8 a.m.-noon Saturday, Oct. 31**.

System maintenance will also be performed **12:45-2:15 a.m. Sunday, Nov. 1,** to adjust the time from daylight saving time to Eastern Standard Time.

During both system maintenance periods, all portions of the SCEIS system will be unavailable.

Enterprise Core Component, Supplier Relationship Management, Business Warehouse (BW), Business Objects, Customer Registration and SCEIS Central will be available to users following completion of the maintenance periods by **noon Saturday** and **2:15 a.m. Sunday,** respectively.

In preparation for the time change system maintenance, Business Warehouse (BW) process chains will not run the evening of Saturday, Oct. 31.

All BW data will be updated and current by **10 a.m. Monday, Nov. 2**.

To ensure your agency is prepared for both planned system maintenance periods, please forward this message to users and make sure they log out of the system before:

- 8 a.m. Saturday, Oct. 31
- 12:45 a.m. Sunday, Nov. 1

If you have questions or need assistance, please contact the SCEIS Service Desk at 803.896.0001 (option 2) or submit a SCEIS Service Desk ticket.

Thank you,
Division of Enterprise Applications (DEA)/SCEIS Team