

MEMO

To: TBRHSC Senior Leaders, Directors, Managers, and Coordinators
Cc: UKG Implementation Team
From: Michael Iorianni, Manager, Payroll and Accounting
Date: February 7, 2024
RE: UKG Dimensions Test Environment – Downtime

I wanted to inform you all about the upcoming freeze on the UKG Test Environment (UAT). This is being done to allow the UKG team to create the production environment in preparation for our Go Live.

The freeze will start on **Wednesday, February 7th at 6:00 PM EST and is expected to last for 3-5 business days.**

While you may still be able to access and view the test environment during this time, I kindly request that you refrain from making any changes or modifications.

This precautionary measure is in place to minimize the potential risk of unwanted configuration and data being transferred to our production environment.

Thank you for your cooperation.