Type: Alert	ID Number: A 374
Date: August 19, 2025	Subject: People First System Downtime – Maintenance

Suggested Audience
All employees

Details
The People First system will be **unavailable for an extended period on Saturday, September 6, 2025, from 6 a.m. ET until 3 p.m. ET**, for system maintenance.

During the system downtime, the following will apply:
- A system splash page will be displayed if a user attempts to log in.
- The People First Service Center Interactive Voice Response (IVR) system will not be available. Messaging will be added to the IVR when it is not available.
- Talent Management will not be available. However, the applicant site (https://jobs.myflorida.com) will be available for candidates to apply for job vacancies and new hires can access onboarding to complete onboarding tasks.
  - Hiring managers (or other users) will not have access to requisition/candidate data.
  - Hiring managers (or other users) will not have access to onboarding.
  - Managers and employees will not have access to performance evaluation activities.
  - Agency training administrators and employees will not have access to learning management.
- Flexible spending account, health reimbursement account, and health savings account participants will not have access to Chard Snyder using the quick link and My Other Accounts tile (single sign-on functionality) in People First. However, participants can access account information using the Chard Snyder mobile app. To download the mobile app:
  1. **Download** the Chard Snyder mobile app from your app store and open the app.
  2. **Enter** username. It will be your People First Login ID.
  3. **Enter** password. It will be "Pf" and your date of birth in the format of PfMMDDYY. For example, if your date of birth is September 26, 1962, enter Pf092662 as the password.
  4. **Create** a four-digit passcode to use each time you log in through your mobile device.
- Data Warehouse / Business Objects (BOBJ)
  - Access to BOBJ, using the Ad Hoc Reporting link within People First, **will not be available**. However, users will have access to the data warehouse using other connections (e.g., SQL, DBLink).
  - The nightly data warehouse refresh will **not** be impacted.
  - The weekly OPS Hours data load (data populates the OPS FYTD Timesheet Hours Report) that processes on Saturday **will be delayed**. The data will be **updated by 6 p.m. ET on September 6**.