



February 7, 2023

Mr. Ivan D. Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan:

This is to advise you that required system maintenance of the Human Capital Enterprise System (HCES) is scheduled to begin Saturday, February 18, 2023, at 6:00 a.m. Central Time (CT). We anticipate the maintenance to be completed by Tuesday, February 21, 2023 at 6:00 a.m. (CT).

The following applications will be impacted during the 72-hour outage:

- *HCES SAP GUI – Desktop Access*
- *Career - Internal Users*
- *eCareer - External Users*
- *eCareer - Backend*
- *JBM - Job Bidding*
- *Employee Self-Service/Managers' Portal*
- *Kiosk Services*
- *EHS – Employee Health and Safety*
- *TACS – Compensation*
- *ERMS – Time and Attendance*

Headquarters units will coordinate with the field to minimize any impacts to the job bidding, accidents, and Office of Workers' Compensation issues.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lloyd".

James Lloyd
Director
Labor Relations Policies and Programs