

RWU Administrative System Maintenance Schedule 2025*

January							February							March						
Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4							1							1
5	6	7	8	9	\$	11	2	3	4	5	6	\$	8	2	3	4	5	6	\$	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	\$	25	16	17	18	19	20	\$	22	16	17	18	19	20	\$	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
April							May							June						
Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	\$	5					1	\$	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	\$	14
13	14	15	16	17	\$	19	11	12	13	14	15	\$	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	\$	28
27	28	29	30				25	26	27	28	29	\$	31	29	30					
July							August							September						
Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5						1	2		1	2	3	4	\$	6
6	7	8	9	10	\$	12	3	4	5	6	7	\$	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	\$	20
20	21	22	23	24	\$	26	17	18	19	20	21	\$	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
October							November							December						
Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	\$	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	\$	13
12	13	14	15	16	\$	18	9	10	11	12	13	\$	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	\$	27
26	27	28	29	30	\$		23	24	25	26	27	\$	29	28	29	30	31			
							30													

*Maintenance dates are subject to change. If there are dates scheduled for maintenance that impact your business process, please contact us via colleaguesupport@rwu.edu.

Cloning (copy of production to create a test account) will make test unavailable until all new software updates are placed into the account and the changes are communicated via email. Please note cloning to test will be run twice a quarter and updates will be completed each month. Data for the census dates of March 1st and October 1st will be captured the day before at 11:30pm. If the census date falls on a non-work day, the census/test account will be created the next available work day.

Department heads and/or their designees are asked to complete and submit a Patch Review report if their area is impacted by recently installed updates. If assistance is needed with testing, please send us an email via colleaguesupport@rwu.edu and we will schedule a day/time to review.

If cloning isn't scheduled for a specific month, software updates will still be installed into test and users will be notified.

Weekly maintenance at 8:30pm. Users will be notified via email if maintenance requires quiet systems.

Production Software Updates and Self-Service Maintenance: The RWU Colleague system will be unavailable to all users as of 8:30pm until the following morning unless otherwise notified. Software updates will be placed into production as of the previous cloning date.

University & School of Law pay day as published by HR represented by \$ symbol.

University & School of Law holiday or floating holiday as published by HR.