


Distribution Date:	September 9, 2024
To:	PPOC.ALL, Consortium.RegionalManagers.ALL
CIT Name:	2025 County Holiday Calendar Request
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

- | | |
|---|--|
| <input checked="" type="checkbox"/> General
<input checked="" type="checkbox"/> Policy
<input checked="" type="checkbox"/> CW
<input checked="" type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input checked="" type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input type="checkbox"/> BenefitsCal
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> OCAT
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input checked="" type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input checked="" type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input type="checkbox"/> Migration
<input type="checkbox"/> Conversion
<input checked="" type="checkbox"/> Technical
<input type="checkbox"/> Training
<input type="checkbox"/> Help Desk |
|---|--|

Description:	<p>Purpose The purpose of this CIT is to remind the 58 CalSAWS counties to timely enter their 2025 annual Holidays into CalSAWS. This information is necessary for County Interface scheduling, automatic appointment scheduling and for individual county business day calculation.</p> <p>Background CalSAWS will utilize the County Holiday Calendar to:</p> <ul style="list-style-type: none"> • Auto-schedule customer appointments up to 90 days in advance. • Date applications received through BenefitsCal. • County availability for Contact Centers • Plan Batch run dates. <p>It is important to have your County Holidays entered in the system as early as possible prior to the new year to ensure that all actions are accurate.</p> <p>Additional Information If it is determined later than any entered dates are not accurate for your County, please let us know as quickly as possible by sending an Email to Committee.Fiscal.Facilitator@calsaws.org.</p> <p>County Action</p>
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	<p>County staff with the appropriate Security Right needs to enter your County's 2025 Holiday Schedule by 10/02/2024. See attached document 'County Holiday Calendar Steps.docx' on how to enter these County Holidays into the system.</p> <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p>
Primary Project Contact: (Name and email address)	<p>Sheryl Eppler CalSAWS Fiscal Team Business Analyst EpplerSE@calsaws.org</p>
Backup Project Contact: (Name and email address)	<p>Claudia Pinto-Castro CalSAWS Fiscal Team Business Analyst PintoC@calsaws.org</p>
Attachments:	<p>CIT 0140-24 County Holiday Calendar Steps.docx; CIT 0140-24 2025 Payroll Calendar-Proposed.xlsx</p>
Web Portal Link:	<p></p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2024" folder. 4. Click on the appropriate CIT # folder.