



Cassie Myers &lt;cmyers@whitewatercw.com&gt;

## Reminder – JazzHR Blackout Begins September 1

1 message

Cassie Myers &lt;cmyers@whitewatercw.com&gt;

Wed, Aug 20, 2025 at 1:32 PM

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Hi Spartans,

### PLEASE SHARE THIS INFORMATION WITH YOUR SITE LEVEL MANAGERS

As a reminder, the JazzHR blackout period begins Sunday, September 1, through Saturday, September 14. During this time, JazzHR will be unavailable, and all existing data will be permanently deleted.

Please make sure the following actions are completed before the blackout:

- **Offer Letters:** All offers must be sent via JazzHR by **Monday, August 25**.
- **Candidate Signatures:** Remind candidates to review and sign by **Thursday, August 28**.
- **Data Extraction:** Save all candidate details, notes, and resumes prior to **September 1** (instructions attached).
- **Job Posting Requests:** Submit forms for critical roles between **August 25–28**. After August 29, the form will no longer be available.

**Training Reminder:** JazzHR training will be held **September 9–12**. Attendance is mandatory, and system access will remain suspended until training is completed.

Please share this reminder with your site-level managers and reach out to your HR Generalist, Carmen or myself, if you need support.

Thank you for staying on top of these deadlines and helping us ensure a smooth transition.

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Cassie Myers

VP, Human Resources

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**2 attachments**

**250813\_JazzHR Relaunch – Leader Quick Guide.docx (1).pdf**  
214K



**How to extract information from JazzHR (1).pdf**  
195K