

## **RITS Drawdown Update**

As a reminder, we wish to communicate to all RITS users that they must exit the Transaction Screen properly and should not have the Transaction Screen open during the drawdown process. To properly exit the Transaction Screen a user must select the action button for “Another Payroll”.

Unexpected actions such as multiple reversals, transactions not processed and etc. can occur when the Transaction Screen is open during the drawdown.

OPM drawdown time for RITS is between 09:30 a.m. to 11:00 a.m. (EST). During this time we ask that you not open or view the Transaction Screen, update a transaction, enter Process, enter Submit, or enter Process and Submit. For any questions please contact [FFSAMS@opm.gov](mailto:FFSAMS@opm.gov).