


UN2928 1 of 2 23 <sup>rd</sup> JULY 2020	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Merge July 2020 - Notification of Downtime	
<b>Purpose</b>	<b>To inform users of planned ESR downtime for a Merge</b>	
<b>Intended Audience</b>	<b>All ESR &amp; DW Users</b>	

## SUBJECT

Users are advised that the ESR Production Service, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be withdrawn at 18:00 on Friday 24<sup>th</sup> July 2020, in order to carry out a Merge.

## DETAIL

The period of downtime is estimated to be 49 hours and the Service is expected to become available by 19:00 Sunday 26<sup>th</sup> July 2020.

Users are asked to note the 18:00 closure time for the on-line Service on Friday and co-operation is requested to ensure that all Users are logged off by 18:00.

Users are also advised that the ESR batch queues will be held from 16:00 on Friday to ensure that no batch work is running when the service is withdrawn at 18:00.

## **Please Note:**

Any pay-related jobs that need to complete before the system closedown at 18:00 must be submitted well in advance of the 16:00 cut-off in order for them to be completed by 18:00. This includes payroll, prepayments, print pay advice, RTI Processes and transmit BACS.

To ensure that jobs are completed by 18:00, and therefore the period of downtime is not unnecessarily delayed, there will be active management of related queues from 10:00 on Friday that may result in processes showing as 'Inactive No Manager'. If a process must be run and complete before the downtime period commences, please raise an appropriate 'Report an Issue' P3 SR detailing the RequestID and reason for the request to be released so this can be reviewed and assessed.


Users are advised not to submit jobs to run "as soon as possible" before 16:00 on Friday that might be expected to run past 18:00, but to schedule these to run after the advertised downtime is complete. Any jobs which are still running at 18:00 on Friday will be aborted to ensure that the release can be deployed within the downtime window.

## **ACTION REQUIRED**

Organisations are required to ensure that they internally communicate the downtime to all Self Service and Learning users.

The service will be temporarily available for periods on the morning of Sunday 26<sup>th</sup> July. This is to allow the impacted Employing Authorities to perform necessary post merge checks.

Users should be aware that while the service may appear to be available during this time it is intended to be used only by the merging Authorities and will be withdrawn without notice should this become necessary.

UN2928 2 of 2 23 <sup>rd</sup> JULY 2020	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Merge July 2020 - Notification of Downtime	
<b>Purpose</b>	<b>To inform users of planned ESR downtime for a Merge</b>	
<b>Intended Audience</b>	<b>All ESR &amp; DW Users</b>	

**We therefore strongly advise all users not to access the Production system until the stated end of the downtime period.**

**FURTHER INFORMATION**

ESR, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be unavailable during this period of downtime.

The TRS, ESS over the internet and ESR Portal services will display maintenance pages.

**NEXT UPDATE**

None