


UN2945 1 of 3 17 <sup>th</sup> SEP 2020	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	<b>Advance Notification of Downtime October 2020 to March 2021</b>	
<b>Purpose</b>	<b>This User Notice advises Users of provisional dates for Planned Downtime.</b>	
<b>Intended Audience</b>	<b>All ESR Users</b>	


**SUBJECT**

Advance Notification of Downtime.

**DETAIL**

Users are advised that the following downtime is provisionally scheduled from the end of September 2020 through to March 2021. The exact timings of the downtime, including end times, will be detailed in User Notices before the downtime event and are subject to change.

Reason	Planned Start Date / Time	Planned End Date
Release 47.0.0.0 & Agile Release 47.1.0.0	Friday 25 <sup>th</sup> September 2020 from 18:00	Sunday 27 <sup>th</sup> September 2020 by 23:59  Changes in this release may require an extended runtime for the NHS ESRBI Refresh process. If this is required, it will be formally communicated in the actual release downtime notification.
Release 47.1.1.0 (HUB LIVE)	Friday 02 <sup>nd</sup> October 2020 from 18:00	Saturday 03 <sup>rd</sup> October 2020 by 08:00
October 2020 Merge	Friday 23 <sup>rd</sup> October 2020 from 18:00	Sunday 25 <sup>th</sup> October 2020 by 18:00
Agile Release 47.2.0.0	Friday 30 <sup>th</sup> October 2020 from 18:00	Sunday 01 <sup>st</sup> November 2020 by 23:59  Changes in this release may require an extended runtime for the NHS ESRBI Refresh process. If this is required, it will be formally communicated in the actual release downtime notification.
Agile Release 47.3.0.0	Friday 27 <sup>th</sup> November 2020 from 18:00	This is a placeholder for an ESR release that will be scheduled. The content will be reviewed to minimise/remove any requirement for downtime if at all possible.  If any downtime is required then this will be communicated via a separate User Notice closer to the date.
Release 48.0.0.0 & Agile Release 48.1.0.0	Thursday 31 <sup>st</sup> December 2020 from 18:00	Sunday 03 <sup>rd</sup> January 2021 by 23:59  Changes in this release may require an extended runtime for the NHS ESRBI

UN2945 2 of 3 17 <sup>th</sup> SEP 2020	Electronic Staff Record Programme <b>USER NOTICE</b>	
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		Refresh process. If this is required, it will be formally communicated in the actual release downtime notification.
Agile Release 48.2.0.0	Friday 29 <sup>th</sup> January 2021 from 18:00	Sunday 31 <sup>st</sup> January 2021 by 18:00  Changes in this release may require an extended runtime for the NHS ESRBI Refresh process. If this is required, it will be formally communicated in the actual release downtime notification.
February 2021 Merge	Friday 26 <sup>th</sup> February 2021 from 18:00	Sunday 28 <sup>th</sup> February 2021 by 18:00
Agile Release 48.3.0.0	Friday 05 <sup>th</sup> March from 18:00	Sunday 07 <sup>th</sup> March 2021 by 18:00  Changes in this release may require an extended runtime for the NHS ESRBI Refresh process. If this is required, it will be formally communicated in the actual release downtime notification.
Release 49.0.0.0 & Agile Release 49.1.0.0	Friday 26 <sup>th</sup> March 2021 from 18:00	Sunday 28 <sup>th</sup> March 2021 by 23:59  Changes in this release may require an extended runtime for the NHS ESRBI Refresh process. If this is required, it will be formally communicated in the actual release downtime notification.

### **ACTION REQUIRED**

Where downtime is listed as “from 18:00” the on-line Service will be closed at 18:00 and the ESR batch queues held from 16:00 to ensure that no batch work is running when the service is withdrawn at 18:00.

Any pay-related jobs that need to complete before the system closedown at 18:00 must be submitted well in advance 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 that may result in processes showing as ‘Inactive No Manager’. If a process must be run and complete before the downtime period

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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.

**DATA AVAILABILITY IN ESR BI**

Certain changes delivered in a particular release may impact the runtime for the first couple of NHS ESRBI Refresh processes. In such occurrences an anticipated schedule of data availability in ESR BI will be provided in User Notices before the downtime event.

**FURTHER INFORMATION**

All ESR downtime will result in eLearning, Portal, TRS, ESRBI and Data Warehouse unavailability.

**NEXT UPDATE**

The next Advance Notification of Downtime will be published in January 2021.