


UN2960 1 of 2 21 st OCT 2020	Electronic Staff Record Programme USER NOTICE	
Title	Merge October 2020 - Notification of Downtime	
Purpose	To inform users of planned ESR downtime for a Merge	
Intended Audience	All ESR & DW Users	

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Users are advised that the ESR Production Service, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be withdrawn at 18:00 on Friday 23rd October 2020, in order to carry out a Merge.

DETAIL

The period of downtime is estimated to be 53 hours and the Service is expected to become available by 23:00 Sunday 25th October 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that the ESR batch queues will be held from 16:00 on Friday to ensure that no batch work is running when the service is withdrawn at 18:00.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.

ESR BI REPORTING DATA

Whilst the BI reporting solution will be available on Monday 26th October, the data may not be up to date. An anticipated schedule of data availability in ESR BI is provided below:

- [Sunday 25th October \(when service resumes post downtime\) – data will be as at 18:00 on Thursday 22nd October.](#)
- [Monday 26th October – data will be as at 18:00 on Thursday 22nd October. The BI service maybe withdrawn for a small period of time on Monday 26th October to enable updated](#)

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[data to be made available to users. We anticipate at this point data will be correct as at 20:00 Sunday 25th October.](#)

These timelines are based on current estimates, however if the anticipated schedule changes, an updated schedule will be provided in a user notice with updated information. If no additional notice is issued, users are advised to work to this schedule.

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 25th October. 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.

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