


UN3030 1 of 2 27 April 2021	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	<b>Advance Notification of Downtime April 2021 to September 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 April 2021 through to September 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
Agile Release 49.2.0.0	Friday 30 <sup>th</sup> April 2021 from 18:00	Sunday 02 <sup>nd</sup> May 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.
May 2021 Merge & Agile Release 49.3.0.0	Friday 28 <sup>th</sup> May 2021 from 18:00	Sunday 30 <sup>th</sup> May 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.
Release 50.0.0.0 & Agile Release 50.1.0.0	Friday 25 <sup>th</sup> June 2021 from 18:00	Sunday 27 <sup>th</sup> June 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.
July 2021 Merge & Agile Release 50.2.0.0	Friday 30 <sup>th</sup> July 2021 from 18:00	Sunday 01 <sup>st</sup> August 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.
August 2021 Merge & Agile Release 50.3.0.0	Friday 27 <sup>th</sup> August 2021 from 18:00	Sunday 29 <sup>th</sup> August 2021 by 23:59  Changes in this release may require an extended runtime for the NHS ESRBI Refresh process. If this is required, it

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		will be formally communicated in the actual release downtime notification.
Release 51.0.0.0 & Agile Release 51.1.0.0	Friday 24th September 2021 from 18:00	Sunday 26th September 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 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.

Availability of the ESR Hub during periods of downtime will be communicated nearer the release date.

### **NEXT UPDATE**

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