UN3064 1 of 2 12th AUG 2021	Electronic Staff Record Programme USER NOTICE	**NHS**
Title	**Advance Notification of Downtime August 2021 to December 2021**	
Purpose	**This User Notice advises Users of provisional dates for Planned Downtime.**	
Intended Audience	**All ESR Users**	

SUBJECT
Advance Notification of Downtime.

DETAIL
Users are advised that the following downtime is provisionally scheduled from August 2021 through to December 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
August 2021 Merge & Agile Release 50.3.0.0	Friday 27th August 2021 from 18:00	Monday 30th August 2021 by 18:00 *This release now contains the main Pay Awards for England & Wales. These cannot be applied to ESR until the scheduled organisational merges have completed and are signed off by the users in those organisations. Therefore, the deployment window is expected to be longer than previously communicated in UN3030. In addition, the application of the pay awards to the majority of records in ESR will also require an extended ETL refresh process and it is anticipated that the ETL will not have completed by 8am on Tuesday 31st August 2021. Further information will be included in the final notification of downtime for this release.*
Release 51.0.0.0 & Agile Release 51.1.0.0	Friday 01st October 2021 from 18:00	Sunday 03rd October 2021 by 23:59 *Users are asked to note the changes in dates to those previously communicated in UN3030.This release has been pushed back by a week to 01st October in order to allow sufficient time for all September payrolls to be processed.*
October 2021 Merge & Agile Release 51.2.0.0	Friday 29th October 2021 from 18:00	Sunday 31st October 2021 by 23:59
Agile Release 51.3.0.0	Friday 26th November 2021 from 18:00	Sunday 28th November 2021 by 18:00
Release 52.0.0.0 & Agile Release 52.1.0.0	Friday 31st December 2021 from 18:00	Monday 03rd January 2022 by 23:59

Title	**Advance Notification of Downtime August 2021 to December 2021**
Purpose	**This User Notice advises Users of provisional dates for Planned Downtime.**
Intended Audience	**All ESR Users**

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be closed at 18:00 and the ESR batch queues held from 16:00 to ensure that no batch work is running when the service is withdrawn at 18:00.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 October 2021.