


UN3115 1 of 2 21 st DEC 2021	Electronic Staff Record Programme USER NOTICE	
Title	Advance Notification of Downtime December 2021 to April 2022	
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 December 2021 through to April 2022. 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 52.0.0.0 & Agile Release 52.1.0.0	Friday 31 st December 2021 from 18:00	Monday 03 rd January 2022 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 52.2.0.0	Friday 28 th January 2022 from 18:00	Sunday 30 th January 2022 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 2022 Merge & Agile Release 52.3.0.0	Friday 25 th February 2022 from 18:00	Sunday 27 th February 2022 by 23:59
Release 53.0.0.0 & Agile Release 53.1.0.0	Friday 01 st April 2022 from 18:00	Sunday 03 rd April 2022 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 53.2.0.0	Friday 29 th April 2022 from 18:00	Sunday 01 st May 2022 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.

ACTION REQUIRED

NOT PROTECTIVELY MARKED

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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be closed at 18:00 and the ESR batch queues held from 16:00 to ensure that no batch work is running when the service is withdrawn at 18:00.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 January 2022.