


UN3134 1 of 2 23 rd FEB 2022	Electronic Staff Record Programme USER NOTICE	
Title	Merge February 2022 and Release 52 3 0 0 - Notification of Downtime	
Purpose	To inform users of planned ESR downtime for a Merge & Release	
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Users are advised that the ESR Production Service, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be withdrawn at 18:00 on Friday 25th February 2022, in order to carry out a Merge and Release 52.3.0.0.

The ESR Hub will be available throughout the period of downtime.

DETAIL

Release Notices detailing the content of R52.3.0.0 will be issued later this week.

The period of downtime is estimated to be 50 hours and the Service is expected to become available by 20:00 Sunday 27th February 2022.

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that the ESR batch queues will be held from 16:00 on Friday to ensure that no batch work is running when the service is withdrawn at 18:00.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 Request 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 merge and release can be deployed within the downtime window.

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ACTION REQUIRED

Organisations are advised to ensure that they internally communicate the downtime to all Self Service and Learning users.

Processes submitted on Friday that are expected to take several hours to run should be scheduled to run after the advertised downtime completion time.

For processes that are required prior to 18:00 on Friday but are showing 'Inactive No Manager', raise an appropriate 'Report an Issue' P3 SR detailing the RequestId and reason for request to be released.

The service will be temporarily available for periods on Sunday 27th February 2022. This is to allow the impacted organisations 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 organisations 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.

The ESR Hub will be available throughout the period of downtime.

NEXT UPDATE

None