


UN3156 1 of 3 21 <sup>st</sup> APR 2022	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	<b>Advance Notification of Downtime April 2022 to December 2022</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 2022 through to December 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
Agile Release 53.2.0.0	Friday 29 <sup>th</sup> April 2022 from 18:00	Sunday 01 <sup>st</sup> 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.
May 2022 Merge & Agile Release 53.3.0.0	Wednesday 01 <sup>st</sup> June 2022 from 18:00	Friday 03 <sup>rd</sup> June 2022 by 23:59
Release 54.0.0.0 & Agile Release 54.1.0.0	Friday 24 <sup>th</sup> June 2022 from 18:00	Saturday 25 <sup>th</sup> June 2022 by 12:00  This release will include limited content but due to legislative changes it may require a longer period of downtime than advised in this User Notice. It may also require an extended runtime for the NHS ESRBI Refresh process. These details will be confirmed and formally communicated in the actual release downtime notification.
Technical Upgrades	Friday 01 <sup>st</sup> July 2022 from 18:00	Sunday 03 <sup>rd</sup> July 2022 by 23:59
Agile Release 54.2.0.0	Friday 29 <sup>th</sup> July 2022 from 18:00	Sunday 31 <sup>st</sup> July 2022 by 23:59
August 2022 Merge & Agile Release 54.3.0.0	Friday 26 <sup>th</sup> August 2022 from 18:00	Monday 29 <sup>th</sup> August 2022 by 23:59  This is a provisional placeholder for the CCG to ICB mergers.

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Release 55.0.0.0 & Agile Release 55.1.0.0	Friday 30 <sup>th</sup> September 2022 from 18:00	Sunday 02 <sup>nd</sup> October 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.
October 2022 Merge & Agile Release 55.2.0.0	Friday 28 <sup>th</sup> October 2022 from 18:00	Sunday 30 <sup>th</sup> October 2022 by 23:59
Agile Release 55.3.0.0	Friday 25 <sup>th</sup> November 2022 from 18:00	Sunday 27 <sup>th</sup> November 2022 by 18:00
Release 56.0.0.0 & Agile Release 56.1.0.0	Friday 30 <sup>th</sup> December 2022 from 18:00	Monday 02 <sup>nd</sup> January 2023 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.

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**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 2022.