Title	Merge June 2022 and Release 53 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Users are advised that the ESR Production Service, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be withdrawn at 18:00 on Wednesday 01st June 2022, in order to carry out a Merge and Release 53.3.0.0.

The NHS ESR Hub will be unavailable for a period of approximately 3 hours from 07:00 to 10:00 on Friday 03rd June 2022.

DETAIL

Release Notices detailing the content of R53.3.0.0 will be issued later this week.

The period of downtime is estimated to be 44 hours and the Service is expected to become available by 14:00 Friday 03rd June 2022.

Users are asked to note the 18:00 closure time for the on-line Service on Wednesday 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the ESR batch queues will be held from 16:00 on Wednesday to ensure that no batch work is running when the service is withdrawn at 18:00.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 Wednesday 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 Wednesday 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 Wednesday 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 Wednesday 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 Wednesday 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 Thursday 02nd June 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 NHS ESR Hub will be unavailable for a period of approximately 3 hours from 07:00 to 10:00 on Friday 03rd June 2022. For the remainder of the downtime window, although users will not be able to login it is anticipated that the NHS ESR Hub will be available allowing users to browse content.

NEXT UPDATE

None