| UN3299<br>1 of 3<br>02/05/2023 | Electronic Staff Record Programme<br>USER NOTICE | **NHS** |
|---|---|---|
| **Title** | **Advance Notification of Downtime May 2023 to December 2023** | |
| **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 May 2023 through to December 2023. 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 |
|---|---|---|
| May 2023 Merge & Agile Release 57.3.0.0 | Friday 26th May 2023 from 18:00 | Monday 29th May 2023 by 18:00<br><br>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 57.4.0.0 | Friday 30th June 2023 from 18:00 | Sunday 02nd July 2023 by 18:00<br><br>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. |
| Release 58.0.0.0 &<br>Agile Release 58.1.0.0 | Friday 28th July 2023 from 18:00 | Sunday 30th July 2023 by 23:59<br><br>It is anticipated that the downtime on the core ESR service will be kept to a minimum (no more than 24 hours). The start time of the downtime period on the core ESR service is subject to change and it may be re-scheduled to begin at 18:00 on Saturday 29th July 2023.<br><br>However due to changes planned in this release the ESRBI service will be unavailable for the entire duration of this proposed 54 hour downtime window starting at 18:00 on Friday 28th July 2023.<br><br>Changes in this release may also require an extended runtime for the |

| **Title** | **Advance Notification of Downtime May 2023 to December 2023** |
| --- | --- |
| **Purpose** | **This User Notice advises Users of provisional dates for Planned Downtime.** |
| **Intended Audience** | **All ESR Users** |

| | | NHS ESRBI Refresh process. If this is required, it will be formally communicated in the actual release downtime notification. |
| --- | --- | --- |
| August 2023 Merge & Agile Release 58.2.0.0 | Friday 25th August 2023 from 18:00 | Monday 28th August 2023 by 18:00 |
| Agile Release 58.3.0.0 | Friday 29th September 2023 from 18:00 | Sunday 01st October 2023 by 18:00 |
| October 2023 Merge & Agile Release 58.4.0.0 | Friday 27th October 2023 from 18:00 | Sunday 29th October 2023 by 23:59 |
| Agile Release 58.5.0.0 | Friday 24th November 2023 from 18:00 | Sunday 26th November 2023 by 18:00 |
| Release 59.0.0.0 & Agile Release 59.1.0.0 | Friday 29th December 2023 from 18:00 | Monday 01st January 2024 by 23:59<br><br>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.

**FURTHER INFORMATION**
All ESR downtime will result in eLearning, Portal, TRS, ESRBI and Data Warehouse unavailability.

_____

| **Title** | **Advance Notification of Downtime May 2023 to December 2023** |
|---|---|
| **Purpose** | **This User Notice advises Users of provisional dates for Planned Downtime.** |
| **Intended Audience** | **All ESR Users** |

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 2023.