


UN3363 1 of 2 13 <sup>th</sup> November 2023	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	<b>Advance Notification of Downtime November 2023 to April 2024</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 November 2023 through to April 2024. 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 58.5.0.0	Friday 24 <sup>th</sup> November 2023 from 18:00	Sunday 26 <sup>th</sup> November 2023 by 18:00
Release 59.0.0.0 & Agile Release 59.1.0.0	Friday 29 <sup>th</sup> December 2023 from 12:00 Users are asked to note the potential earlier downtime start time of 12:00 (midday). This will be confirmed in the actual release downtime notification in December 2023.	Monday 01 <sup>st</sup> January 2024 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 59.2.0.0	Friday 26 <sup>th</sup> January 2024 from 18:00	Sunday 28 <sup>th</sup> January 2024 by 18:00
Merge & Agile Release 59.3.0.0	Friday 01 <sup>st</sup> March 2024 from 18:00	Sunday 03 <sup>rd</sup> March 2024 by 23:59
Release 60.0.0.0 & Agile Release 60.1.0.0	Thursday 28 <sup>th</sup> March 2024 from 18:00	Sunday 31 <sup>st</sup> March 2024 by 23:59 Changes in this release will require a significant extended runtime for the NHS ESRBI Refresh process. A more detailed ESR BI Refresh schedule will be formally communicated in the actual release downtime notification in March 2024.

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closed at 18:00 and the ESR batch queues held from 16:00 to ensure that no batch work is running when the service is withdrawn at 18:00.

NOT PROTECTIVELY MARKED

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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 2024.