UN3456 1 of 3 12th June 2024	Electronic Staff Record Programme USER NOTICE	NHS
Title	**Advance Notification of Downtime June 2024 to December 2024**	
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 June 2024 through to December 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.

As part of Release 61.2 go live and to minimise user impact and experience, users are asked to note that the ESRBI service will be withdrawn from 18:00 on Thursday 27th June 2024. The ESRBI service will be available again at the end of the downtime period.
A more precise downtime window for Release 61.2 will be formally communicated in the actual release downtime notification which will be issued on Tuesday 25th June 2024.

Reason	Planned Start Date / Time	Planned End Date
Agile Release 61.2.0.0	Thursday 27th June 2024 from 18:00 (ESRBI only) Friday 28th June 2024 from 18:00 (ESR)	Sunday 30th June 2024 by 23:59
Agile Release 61.3.0.0	Friday 26th July 2024 from 18:00	Sunday 28th July 2024 by 23:59
Agile Release 61.4.0.0	Friday 23rd August 2024 from 18:00	Sunday 25th August 2024 by 18:00
Release 62.0.0.0 & Agile Release 62.1.0.0	Friday 27th September 2024 from 18:00	Sunday 29th September 2024 by 23:59 Changes in this release may require an 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 September 2024.
Merge & Agile Release 62.2.0.0	Friday 25th October 2024 from 18:00	Sunday 27th October 2024 by 23:59

NOT PROTECTIVELY MARKED

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Agile Release 62.3.0.0	Friday 29th November 2024 from 18:00	Sunday 01st December 2024 by 18:00
Release 63.0.0.0 & Agile Release 63.1.0.0	Friday 27th December 2024 from 18:00	Monday 30th December 2024 by 08:00 Changes in this release may require an 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 December 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.

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.

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NEXT UPDATE
The next Advance Notification of Downtime will be published in October 2024.