


UN3461 1 of 2 25 <sup>th</sup> June 2024	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	ESR Release 61.2.0.0 Notification of Downtime	
<b>Purpose</b>	<b>To inform users of planned downtime for ESR Release 61.2.0.0</b>	
<b>Intended Audience</b>	<b>All ESR &amp; DW Users</b>	

## SUBJECT

Users are advised that the ESRBI and ESR Data Warehouse services will be withdrawn at 18:00 on Thursday 27<sup>th</sup> June 2024, in order to apply Release 61.2.0.0 whilst all other services such as ESR Production Service, ESR Hub, e-Learning, ESR Portal and TRS will be withdrawn at 18:00 on Friday 28<sup>th</sup> June 2024, in order to apply the rest of Release 61.2.0.0

## DETAIL

Release Notices detailing the content of R61.2.0.0 will be issued this week

The overall period of downtime for ESRBI and Data Warehouse is estimated to be 78 hours whilst the ESR Production Service, e-Learning, ESR Portal and TRS will be 54 hours with all services expected to become available by 23:59 on Sunday 30<sup>th</sup> June 2024.

The period of downtime for the ESR Hub is estimated to be 18 hours and it is expected to become available by 12:00 on Saturday 29<sup>th</sup> June 2024.

ESRBI and Data Warehouse Users are asked to note the 18:00 closure time on Thursday and co-operation is requested to ensure that all Users are logged off by 18:00.

ESR Production Service, e-Learning, ESR Portal and TRS Users are asked to note the 18:00 closure time for the on-line Service on Friday and co-operation is requested to ensure that all Users are logged off by 18:00.


Users are also advised that ESR batch queues will be held from 16:00 on Friday to ensure that no batch work is running when the service is withdrawn at 18:00.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 Friday 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 Friday that might be expected to run past 18:00, but to schedule these to run after the advertised downtime is complete. Any

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jobs which are still running at 18:00 on Friday will be aborted to ensure that the release can be deployed within the downtime window.

### **ACTION REQUIRED**

Organisations are advised to ensure that they internally communicate the downtime to all Self Service users.

Processes submitted on Friday 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 Friday but are showing 'Inactive No Manager', raise an appropriate 'Report an Issue' P3 SR detailing the Request and reason for request to be released.

### **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 and option to view the latest two payslips will be unavailable for a period of approximately 18 hours from 18:00 on Friday 28<sup>th</sup> June 2024 to 12:00 on Saturday 29<sup>th</sup> June 2024.

### **NEXT UPDATE**

None