


<b>UN3574</b> 1 of 2 11 <sup>th</sup> March 2025	<b>Electronic Staff Record  Programme  USER NOTICE</b>	
<b>Title</b>	<b>Advance Notification of Downtime March 2025 to September 2025</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 March 2025 through to September 2025. 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
Release 64.0.0.0 & Agile Release 64.1.0.0	Friday 28 <sup>th</sup> March 2025 from 18:00	Sunday 30 <sup>th</sup> March 2025 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 March 2025.
2025 Pensions Re-banding	Friday 04 <sup>th</sup> April 2025 from 18:00	Saturday 05 <sup>th</sup> April 2025 by 18:00
Agile Release 64.2.0.0	Friday 25 <sup>th</sup> April 2025 from 18:00	Sunday 27 <sup>th</sup> April 2025 by 18:00
Merge and Agile Release 64.3.0.0	Friday 30 <sup>th</sup> May 2025 from 18:00	Sunday 01 <sup>st</sup> June 2025 by 23:59
Release 65.0.0.0 & Agile Release 65.1.0.0	Friday 27 <sup>th</sup> June 2025 from 18:00	Sunday 29 <sup>th</sup> June 2025 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 June 2025.
Agile Release 65.2.0.0	Friday 25 <sup>th</sup> July 2025 from 18:00	Sunday 27 <sup>th</sup> July 2025 by 18:00
Merge and Agile Release 65.3.0.0	Friday 22 <sup>nd</sup> August 2025 from 18:00	Monday 25 <sup>th</sup> August 2025 by 18:00

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Release 66.0.0.0 & Agile Release 66.1.0.0	Friday 26 <sup>th</sup> September 2025 from 18:00	Sunday 28 <sup>th</sup> September 2025 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 2025.
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### **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, 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 June 2025.