


UNdw268 1 of 2 20 th JAN 2020	Electronic Staff Record Programme USER NOTICE	
Title	Data Warehouse – Load Schedule 2020	
Purpose	To inform Users of the planned schedule for loading ESR data into the Data Warehouse	
Intended Audience	All Data Warehouse Users	

SUBJECT

Data Warehouse Load Schedule for 2020

DETAIL

The monthly Data Warehouse load process is scheduled to commence on Friday mornings at 8 a.m. when an extract from ESR is loaded into the database. For users, however; the downtime will only commence at 06:30 a.m. on the Saturday when the process to clone that database into the user-accessible Data Warehouse begins.

The weekend in which the load takes place will either be on the first or second weekend of the month, depending on when the first of the month falls. Three working days, including the Friday, are required in advance of the load weekend to perform a comprehensive load test.


Data Relating to Month	DW Unavailable from 6 am On	DW Available from 8am On
Jan-20	Saturday 7 th March 2020	Monday 9 th March 2020
Feb-20	Saturday 11 th April 2020	Monday 13 th April 2020
Mar-20	Saturday 9 th May 2020	Monday 11 th May 2020
Apr-20	Saturday 6 th June 2020	Monday 8 th June 2020
May-20	Saturday 11 th July 2020	Monday 13 th July 2020
Jun-20	Saturday 8 th August 2020	Monday 10 th Aug 2020
Jul-20	Saturday 12 th September 2020	Monday 14 th September 2020
Aug-20	Saturday 10 th October 2020	Monday 12 th October 2020
Sep-20	Saturday 7 th November 2020	Monday 9 th November 2020
Oct-20	Saturday 12 th December 2020	Monday 14 th December 2020
Nov-20	Saturday 9 th January 2021	Monday 11 th January 2021
Dec-20	Saturday 6 th February 2021	Monday 8 th February 2021

The Data Warehouse will continue to have a daily period of downtime every morning between 06:00 a.m. and 07:00 a.m.

Users will be advised in advance of any planned changes to the downtime schedule.

ACTION REQUIRED

NOT PROTECTIVELY MARKED

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Users should allow for the Data Warehouse to be inaccessible for the whole of the downtime period as detailed above, however; reports can still be scheduled to commence during that period, and users will be able to log in as soon as the load process is complete which may be earlier than stated above.

FURTHER INFORMATION

None

NEXT UPDATE

None