

<p>UN3582 1 of 3 26<sup>th</sup> March 2025</p>	<p>Electronic Staff Record Programme USER NOTICE</p>	
<p><b>Title</b></p>	<p>ESR Release 64.0.0.0 / 64.1.0.0 Notification of Downtime</p>	
<p><b>Purpose</b></p>	<p>To inform users of planned downtime for ESR Release 64.0.0.0 and 64.1.0.0</p>	
<p><b>Intended Audience</b></p>	<p>All ESR &amp; DW Users</p>	

## SUBJECT

Users are advised that the ESR Production Service, ESR Hub, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be withdrawn at 18:00 on Friday 28<sup>th</sup> March 2025, in order to apply Release 64.0.0.0 and 64.1.0.0

## DETAIL

Release Notices detailing the content of R64.0.0.0 and 64.1.0.0 have been issued.

The overall period of downtime is estimated to be 54 hours and the Service is expected to become available by 23:59 on Sunday 30<sup>th</sup> March 2025.

The period of downtime for the ESR Hub is estimated to be 42 hours and it is expected to become available by 12:00 on Sunday 30<sup>th</sup> March 2025.

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that ESR batch queues will be held from 16:00 on Friday to ensure that no batch work is running when the service is withdrawn at 18:00.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, 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 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.

## ESR BI REPORTING DATA

NOT PROTECTIVELY MARKED

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Whilst the BI reporting solution will be available on Monday 31<sup>st</sup> March 2025, the data may not be up to date. An anticipated schedule of data availability in ESR BI is provided below:

- [Monday 31<sup>st</sup> March 2025 – data will be as at 18:00 on Thursday 27<sup>th</sup> March 2025.](#)
- [Tuesday 01<sup>st</sup> April 2025 – data will be as at 18:00 on Monday 31<sup>st</sup> March 2025.](#)

These timelines are based on current estimates, however if the anticipated schedule changes, an updated schedule will be provided in a user notice with updated information. If no additional notice is issued, users are advised to work to this schedule.

## PORTAL CONTENT PUBLISHING

To ensure that developments made to Hub and Portal are available to all organisations, Portal Administrators who manage localised portal content should be aware that this release will require a global publish process. This will mean that any content changes that have been made in the Staging environment will be progressed to Live over the release weekend.

Portal Administrators who wish to avoid this should:

Remove changes in staging related to dashboard portlet configurations or portlet styles which are not present in Live.

If no action is taken, any content present in Staging with a status of APPROVED will be published to Live. If there is any content with a status of APPROVED which is not required in Live then this should be removed. Any content with status of DRAFT will not be available in Staging after this release.

## 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

<p>UN3582 3 of 3 26<sup>th</sup> March 2025</p>	<p>Electronic Staff Record Programme USER NOTICE</p>	
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ESR, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be unavailable during these periods of downtime.

The TRS, ESS over the internet and ESR Portal services will display maintenance pages.

The NHS ESR Hub and the option to view Payslips during ESR service downtime will be unavailable for a period of approximately 42 hours from 18:00 on Friday 28th March 2025 to 12:00 on Sunday 30th March 2025.

**NEXT UPDATE**

None