


UN3107 1 of 1 18 Nov 2021	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Printing Deadlines for December 2021	
<b>Purpose</b>	Information from the Print Provider as to the cut off times	
<b>Intended Audience</b>	ESR Payroll Users	

## SUBJECT

The ESR Print Provider has notified ESR of the cut off times for printing and despatch over the Christmas and New Year period.

## DETAIL

As with previous years, the print provider for ESR outputs has notified ESR of the following deadlines.

All print files that need to be delivered on 29<sup>th</sup> December for weekly output and 30<sup>th</sup> December for monthly output, should be with the print provider by 11:00hrs on Friday 24<sup>th</sup> December 2021. i.e. the print job should be completed on ESR.

All print files that need to be delivered on 4<sup>th</sup> January 2022 for weekly output and 5<sup>th</sup> January 2022 for monthly output, should be with the print provider by 11:00hrs on Friday 31<sup>st</sup> December 2021. i.e. the print job should be completed on ESR.

Failure to meet these deadlines will move the delivery to the next day.

## ACTION REQUIRED

Payroll Departments are asked to plan their processing to take these cut off times into account and ensure all prints are completed on ESR before 11:00hrs on the 24<sup>th</sup> and 31<sup>st</sup> December.

## FURTHER INFORMATION

None

## NEXT UPDATE

None