


UN3522 1 of 1 8 th November 2024	Electronic Staff Record Programme USER NOTICE	
Title	Notification of ESR Downtime December 2024	
Purpose	To inform users of planned downtime on ESR in December 2024	
Intended Audience	All ESR & DW Users	

SUBJECT

ESR service unavailability in December 2024

DETAIL

In addition to the annual ESR software update in December 2024, a technical upgrade is also required to support the ongoing stability of the service. Having considered user impact, and further to discussions with our Payroll Special Interest Group colleagues, an additional period of ESR unavailability has been agreed to deploy this.

The additional period of unavailability will be from Friday 20th December 2024 at 18:00 through to Sunday 22nd December 2024 at 12:00.

The planned period of unavailability from Friday 27th December 2024 at 18:00 through to Sunday 29th December 2024 at 22:00 will continue as previously notified.

We apologise for any inconvenience this may cause.

ACTION REQUIRED

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

FURTHER INFORMATION

Further downtime details including HUB availability will be formally communicated in the actual release downtime notifications in December.