


UN3573 1 of 1 6th March 2025	Electronic Staff Record Programme USER NOTICE	
Title	Annual Disaster Recovery Test for ESR	
Purpose	Update users of unavailability of ESR and Service Desk	
Intended Audience	All ESR Users	

SUBJECT

ESR Disaster Recovery Testing

DETAIL

Users are advised that the Annual ESR Disaster Recovery Test will take place over the weekend 2nd – 4th May 2025. ESR will be unavailable for periods of time during that weekend, and final details of the period of unavailability will be provided by the end of April 2025.

ACTION REQUIRED

It is important that you consider this activity when planning weekend working.

Payroll Departments are asked to take this extra downtime into consideration when planning for the submission of year end P60 files to HMRC.

We also ask that you refrain from running / submitting active ESR or BI processes during the weekend 2nd – 4th May 2025. Please ensure that any critical payroll processes are scheduled for after 18:00 on Sunday 4th May 2025.

FURTHER INFORMATION

None

NEXT UPDATE

A further user notice will be issued prior to the event