


UN3585 1 of 1 1 <sup>st</sup> April 2025	Electronic Staff Record Programme USER NOTICE	
<b>Title</b>	Annual Disaster Recovery Test for ESR	
<b>Purpose</b>	Update Users of the unavailability of ESR and Service Desk	
<b>Intended Audience</b>	All ESR Users	

**SUBJECT.**

ESR Disaster Recovery Testing - update

**DETAIL**

Following on from UN3573, further information is provided regarding Disaster Recovery testing over the weekend of 2<sup>nd</sup> – 4<sup>th</sup> May 2025.

ESR will be unavailable from 18:00 on Friday 2<sup>nd</sup> May 2025 and will come back online during Sunday 4<sup>th</sup> May 2025.

However during this weekend period ESR will be temporarily available for a period of 2 hours from 14:00 on Saturday 3<sup>rd</sup> May. During this short time processing will not be available as the queues will remain disabled. Please note that the service will be returned at around 17:00 on Sunday 4<sup>th</sup> May 2025.

The ESR Service Desk will also be unavailable during the same period.

**ACTION REQUIRED**


We ask that you refrain from running / submitting active ESR/BI processes during the weekend 2<sup>nd</sup> – 4<sup>th</sup> May 2025 and remind Payroll departments to take this downtime into consideration when planning for the submission of year end P60 files to HMRC.

Please consider the time normally taken for your long running processes, such as Retropay, when scheduling, ensuring completion prior to the start of the event.

Please ensure that any critical payroll processes are scheduled for after 18:00 on Sunday 4<sup>th</sup> May 2025.

**FURTHER INFORMATION**

None

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### NEXT UPDATE

A final reminder will be issued at the start of w/c 28<sup>th</sup> April 2025. Alert Notices to inform of times of availability will be issued during the event.