


UN3598 1 of 1 29 th April 2025	Electronic Staff Record Programme USER NOTICE	
Title	Annual Disaster Recovery Test for ESR	
Purpose	Remind Users of the unavailability of ESR and Service Desk	
Intended Audience	All ESR Users	

SUBJECT.

ESR Disaster Recovery Testing – Final Reminder

DETAIL

Following on from UN3583, this is a final reminder that Disaster Recovery testing will be taking place over the weekend of 2nd – 4th May 2025.

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

However during this weekend period ESR will be temporarily available for a period of 2 hours from 14:00 on Saturday 3rd 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 4th 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 2nd – 4th 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 4th May 2025.

FURTHER INFORMATION

None

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NEXT UPDATE

Alert Notices to inform of times of availability will be issued during the event.