

UN3711 1 of 2 27 <sup>th</sup> January 2026	Electronic Staff Record Programme USER NOTICE	
<b>Title</b>	ESR Release 67.2.0.0 Notification of Downtime	
<b>Purpose</b>	<b>To inform users of planned downtime for ESR Release 67.2.0.0</b>	
<b>Intended Audience</b>	<b>All ESR and ESR Data Warehouse Users</b>	

## **SUBJECT**

Contrary to UN3699, users are advised that the ESR Production Service, ESR Hub, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be only withdrawn at 00:01 on Sunday 01<sup>st</sup> February 2026, in order to apply Release 67.2.0.0.

Users **will** have access to use the ESR Service between 18:00 Friday 30<sup>th</sup> January 2026 to 00:01 Sunday 01<sup>st</sup> February 2026.

Users are asked to note that active management of queues will still occur from 16:00 on Friday 30<sup>th</sup> January 2026 but user access will NOT be withdrawn at 18:00 on Friday 30<sup>th</sup> January 2026. Any requests submitted between 18:00 Friday 30<sup>th</sup> January and 00:01 Sunday 01<sup>st</sup> February will only run after the downtime event has ended.

## **DETAIL**

Release Notices detailing the content of R67.2.0.0 will be issued later this week.

User access and the ESR Service will be withdrawn at 00:01 on Sunday 01<sup>st</sup> February 2026. The total period of downtime is estimated to be 22 hours, and the Service is expected to become fully available again by 22:00 on Sunday 01<sup>st</sup> February 2026.

The ESR Hub will be unavailable for the duration of this downtime period.

### **Please Note:**

Any pay-related jobs that need to complete before 18:00 on Friday 30<sup>th</sup> January 2026 must be submitted well in advance of the 16:00 cut-off in order for them to be completed by 18:00. This includes payroll, prepayments, RTI Processes and transmit BACS.

Users are advised not to submit jobs to run “as soon as possible” before 16:00 on Friday that might be expected to run past 18:00, but to schedule these to run after the advertised downtime is complete. Any jobs which are still running at 18:00 on Friday may be aborted.

## **ACTION REQUIRED**

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

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## FURTHER INFORMATION

ESR, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be unavailable from 00:01 to 22:00 on Sunday 01<sup>st</sup> February 2026.

All ESR services will display maintenance pages from 00:01 on Sunday 01<sup>st</sup> February 2026.

## NEXT UPDATE

None

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NOT PROTECTIVELY MARKED