


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

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that the ESR Production Service, ESR Hub, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be only withdrawn at 00:01 on Sunday 01st February 2026, in order to apply Release 67.2.0.0.

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

Users are asked to note that active management of queues will still occur from 16:00 on Friday 30th January 2026 but user access will NOT be withdrawn at 18:00 on Friday 30th January 2026. Any requests submitted between 18:00 Friday 30th January and 00:01 Sunday 01st 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User access and the ESR Service will be withdrawn at 00:01 on Sunday 01st February 2026.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 01st 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 30th 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 01st February 2026.

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

NEXT UPDATE

None