


UN3731 1 of 2 25 <sup>th</sup> March 2026	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	ESR Release 68.0.0.0 Notification of Downtime	
<b>Purpose</b>	<b>To inform users of planned downtime for ESR Release 68.0.0.0</b>	
<b>Intended Audience</b>	<b>All ESR and ESR Data Warehouse Users</b>	

## SUBJECT

Users are advised that the ESR Production Service, ESR Hub, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be withdrawn at 18:00 on Friday 27<sup>th</sup> March 2026, in order to apply Release 68.0.0.0

## DETAIL

Release Notices detailing the content of R68.0.0.0 have been issued.

The overall period of downtime is estimated to be 54 hours, and the Service is expected to become fully available again by 23:59 on Sunday 29<sup>th</sup> March 2026.

The ESR Hub will be unavailable for an estimated 20 hours and it is expected to become available by 14:00 on Saturday 28<sup>th</sup> March 2026.

Users are asked to note the withdrawal time for the Service on Friday and co-operation is requested to ensure that all Users are logged off by 18:00.

Please also note that ESR batch queues will be held from 16:00 on Friday to ensure that no batch work is running when the service is withdrawn at 18:00.

### **Please Note:**


Any pay-related jobs that need to complete before the system is withdrawn at 18:00 must be submitted well in advance of the 16:00 cut-off in order for them to be completed by 18:00.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.

To ensure that jobs are completed by 18:00, and therefore the period of downtime is not unnecessarily delayed, there will be active management of related queues from 10:00 on Friday that may result in processes showing as 'Inactive No Manager'. If a process must be run and complete before the downtime period commences, please raise an appropriate 'Report an Issue' P3 SR detailing the Request and reasons for the request to be released so this can be reviewed and assessed.

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 will be aborted to ensure that the release can be deployed within the downtime window.

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NOT PROTECTIVELY MARKED

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### ESR BI REPORTING DATA

Whilst the BI reporting solution will be available on Monday 30th March 2026, the data may not be up to date. An anticipated schedule of data availability in ESR BI is provided below:

- [Monday 30th March 2026 to Thursday 02nd April 2026 – data will be as at 18:00 on Thursday 26th March 2026.](#)
- [Good Friday 3rd April 2026 to Sunday 5th April 2026 – data will be as at 20:00 Sunday 29th March 2026.](#)
- [Easter Monday 06th April 2026 – data will be as at 18:00 Sunday 05th April 2026.](#)
- [Tuesday 07th April 2026 – data will be as at 18:00 on Monday 06th April 2026.](#)

These timelines are based on current estimates, however if the anticipated schedule changes, an updated schedule will be provided in a user notice with updated information. If no additional notice is issued, users are advised to work to this schedule.

### ACTION REQUIRED

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

### FURTHER INFORMATION

ESR, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be unavailable during these periods of downtime.

The TRS, ESS over the internet and ESR Portal services will display maintenance pages.

Users will have the ability to browse the ESR HUB and view the latest two payslips from 14:00 on Saturday 28<sup>th</sup> March 2026.

### NEXT UPDATE

None

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NOT PROTECTIVELY MARKED