


UN3746 1 of 1 23 rd April 2026	Electronic Staff Record Programme USER NOTICE	
Title	Annual Disaster Recovery Test for ESR	
Purpose	Update Users of the unavailability of ESR and Service Desk	
Intended Audience	All ESR Users	

SUBJECT

ESR Disaster Recovery Testing - update

DETAIL

Following on from UN3736, further information is provided regarding Disaster Recovery testing over the weekend of 8th – 10th May 2026.

ESR will be unavailable from 18:00 on Friday 8th May 2026 and will come back online during Sunday 10th May 2026.

However during this weekend period ESR will be temporarily available for a period of approximately 2 hours from around 16:00 on Saturday 9th 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 18:00 on Sunday 10th May 2026.

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

ACTION REQUIRED

It is important that you consider this activity when planning weekend working. Payroll Departments are asked to take this extra downtime into consideration when planning for the submission of year end P60 files to HMRC. We also ask that you refrain from running / submitting active ESR or BI processes during the weekend 8th – 10th May 2026. Please ensure that any critical payroll processes are scheduled for after 18:00 on Sunday 10th May 2026.

FURTHER INFORMATION

None

NEXT UPDATE

A final reminder will be issued at the start of w/c 4th May 2026. Alert Notices to inform of times of availability will be issued during the event.