


UN3751 1 of 2 7 th May 2026	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 UN3746, this is a final reminder that Disaster Recovery testing will be taking place 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 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

We ask that you refrain from running / submitting active ESR/BI processes during the weekend 8th – 10th May 2026 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.

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Please ensure that any critical payroll processes are scheduled for after 18:00 on Sunday 10th May 2026.

FURTHER INFORMATION

None

NEXT UPDATE

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