


UN3758 1 of 2 27 <sup>th</sup> May 2026	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Merge May 2026 and Release 68 3 0 0 - Notification of Downtime	
<b>Purpose</b>	<b>To inform users of planned ESR downtime for a Merge &amp; Release</b>	
<b>Intended Audience</b>	<b>All ESR &amp; DW Users</b>	

## SUBJECT

Users are advised that the ESR Production Service, e-Learning, ESRBI, ESR Data Warehouse, ESR Portal and TRS will be withdrawn at 18:00 on Friday 29<sup>th</sup> May 2026, in order to carry out a Merge and Release 68.3.0.0.

## DETAIL

Release Notices detailing the content of R68.3.0.0 will be issued later this week.

The overall period of downtime is estimated to be 54 hours and the Service is expected to become available by 23:59 on Sunday 31<sup>st</sup> May 2026.

The period of downtime for the ESR Hub is estimated to be 15 hours and it is expected to become available by 09:00 on Saturday 30<sup>th</sup> May 2026.

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

Users are also advised that the ESR batch queues will be held from 16:00 on Friday to ensure that no batch work is running when the service is withdrawn at 18:00.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 closedown 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 reason 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.

## ESR BI REPORTING DATA

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NOT PROTECTIVELY MARKED

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Whilst the BI reporting solution will be available on Monday 01<sup>st</sup> June 2026, the data may not be up to date. An anticipated schedule of data availability in ESR BI is provided below:

- [Monday 01<sup>st</sup> June 2026 – data will be as at 18:00 on Thursday 28<sup>th</sup> May 2026.](#)
- [Tuesday 02<sup>nd</sup> June 2026 – data will be as at 21:00 on Sunday 31<sup>st</sup> May 2026.](#)
- [Wednesday 03<sup>rd</sup> June 2026 – data will be as at 18:00 on Tuesday 02<sup>nd</sup> June 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.

[The service will be temporarily available for periods on Saturday 30<sup>th</sup> May 2026. This is to allow the impacted organisations to perform necessary post merge checks. Users should be aware that while the service may appear to be available during this time it is intended to be used only by the merging organisations and will be withdrawn without notice should this become necessary.](#)

**[We therefore strongly advise all users not to access the Production system until the stated end of the downtime period.](#)**

### **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 09:00 on Saturday 30<sup>th</sup> May 2026.

### **NEXT UPDATE**

None