

CHRISTMAS DEADLINES DECEMBER 2023/JANUARY 2024 HR DEADLINES - Monthly Paid Employees					
	Salaried employees	Hourly paid		Hourly paid	
Monthly Payroll	All documentation to HR Resourcing	Online set up forms to HR Ops	Manual Paperwork to HR Ops (i.e. overtime, paper claim forms)	ESS Deadline	Payment Date
DECEMBER PAYROLL	Friday 17 November 2023	Monday 27 November 2023	Monday 27 November 2023	Friday 8 December 2023 @ 5pm	Thursday 21 December 2023
JANUARY PAYROLL	Wednesday 3 January 2024	Thursday 4 January 2024	Thursday 4 January 2024	Monday 15 January 2024 @ 5pm	Wednesday 31 January 2024

CHRISTMAS DEADLINES DECEMBER 2023/JANUARY 2024 HR DEADLINES - Weekly Paid Employees						
	Weekly paid employees	Hourly paid	Hourly paid		Hourly paid	
Weekly Payroll	Payment Period	Payment Period	Online set up forms to HR Ops	Manual Paperwork to HR Ops (i.e. overtime, paper claim forms)	ESS Deadline	Payment Date
Week 49	Monday 4 - Sunday 10 December 2023	Claims for work done up to Thursday 30 November 2023	Wednesday 29 November 2023	Wednesday 29 November 2023	Thursday 30 November 2023 @ 5pm	Thursday 7 December 2023
Week 50/51/52 TREBLE WEEK	Monday 11 December 2023 - Sunday 31 December 2023	Claims for work done Friday 1 December to Thursday 21 December 2023	Friday 1 December 2023	Friday 1 December 2023. <i>Paper Claims should be submitted for hours scheduled to be done weeks ending Thursday 14 and 21 December 2023 *</i>	Friday 8 December 2023 @ 5pm (<i>Claim online for work done up to this date only - Paper Claims should be submitted for hours scheduled to be done weeks ending Thursday 14 and 21 December 2023*</i>)	Thursday 14 December 2023
Week 01	Monday 1 January - Sunday 7 January 2024	Claims for work done up to Monday 18 December 2023 not submitted via paper claim forms	Friday 15 December 2023	Friday 15 December 2023	Monday 18 December 2023	Thursday 4 January 2024
Week 02	Monday 8 January - Sunday 14 January 2024	Claims for work done up to Thursday 4 January 2024	Wednesday 3 January 2024	Wednesday 3 January 2024	Thursday 4 January 2024 @ 5pm	Thursday 11 January 2024
Week 03	Monday 15 January - Sunday 21 January 2024	Claims for work done up to Thursday 11 January 2024	Wednesday 10 January 2024	Wednesday 10 January 2024	Thursday 11 January 2024 @ 5pm	Thursday 18 January 2024

***Can claim for 3 week period for weeks ending Friday, 08 (online), Thursday 14, and Thursday 21 December 2023 (paper claims*), which will be paid on Thursday 14 December 2023**

Online claims to be submitted for hours completed up to Friday 08 December 2023

Paper claims forms to be submitted (to hrhelpdesk@ucd.ie) for hours scheduled to be done weeks ending Thursday 14 & Thursday 21 December 2023

Claimants should liaise with their Managers with regard to Paper Claims - "Casual Work Claim Form" is available at at <https://www.ucd.ie/hr/formsa-z/>