

Notification of Payroll and Expenses Deadlines

St. Patrick's Day - Easter - May (Bank Holidays) 2020

Notification to HR/Finance areas for the attention of your staff:

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Dear Colleague,

Please see below details of the revised National Shared Services Office - Payroll Shared Service (PSS) payment dates and deadlines due to the forthcoming bank holidays.

The advanced deadlines commencing with the Payrolls (Table 1) due for payment on **19th March 2020** and Expenses (Table 2) due for payment on **20th March 2020**, are necessary to accommodate the three bank holidays that occur in this period: 17th March, 13th April and 4th May.

St. Patrick's Day, Easter and May Bank Holiday Payment Dates and Deadlines below:

Table 1 - Payroll

Payroll Period	Payment Date	Deadline for Receipt of Instructions to PSS (including overtime claims submitted by LHR areas)	Deadline for Approval of Overtime/Allowances on the <u>Core Portal</u>
202012 Fortnightly Payrolls	19/03/2020	09/03/2020 (1pm)	09/03/2020 (1pm)
202012 Weekly Payrolls	20/03/2020	09/03/2020 (1pm)	09/03/2020 (1pm)
202013 Weekly Payrolls	27/03/2020	13/03/2020 (5pm)	16/03/2020 (10am)
202014 Fortnightly Payrolls Note: Normal Deadlines Apply	02/04/2020	24/03/2020 (1pm)	24/03/2020 (1pm)
202014 Weekly Payrolls	03/04/2020	24/03/2020 (1pm)	24/03/2020 (1pm)
202015 Weekly Payrolls	09/04/2020*	30/03/2020 (1pm)	30/03/2020 (1pm)
202016 Fortnightly Payrolls	16/04/2020	03/04/2020 (5pm)	06/04/2020 (10am)
202016 Weekly Payrolls	17/04/2020	03/04/2020 (5pm)	06/04/2020 (10am)
202017 Weekly Payrolls	24/04/2020	09/04/2020 (1pm)	14/04/2020 (10am)
202018 Fortnightly Payrolls Note: Normal Deadlines Apply	30/04/2020	21/04/2020 (1pm)	21/04/2020 (1pm)
202018 Weekly Payrolls Note: Normal Deadlines Apply	30/04/2020**	21/04/2020 (1pm)	21/04/2020 (1pm)
20 Weekly Payrolls	08/05/2020	27/04/2020 (1pm)	27/04/2020 (1pm)
202020 Fortnightly Payrolls	14/05/2020	01/05/2020 (5pm)	05/05/2020 (10am)
202020 Weekly Payrolls	15/05/2020	01/05/2020 (5pm)	05/05/2020 (10am)

* The payment date has been brought forward 1 day for payments normally due on Friday 10th April

** The payment date has been brought forward 1 day for payments normally due on Friday 1st May

Client departments must lodge funds with PSS Control Section by 10.30am on the day prior to the payment date. In particular please see changes to payment days for payrolls brought forward to Thursday 9th April 2020 and Thursday 30th April 2020.

Separate deadlines may apply to non-standard pay groups. These will be communicated by the relevant payroll areas in the PSS to Local HR/HRSS as appropriate.

Please see Travel and Subsistence/Expenses payment dates and deadlines below:

Expense claims should be submitted and approved as soon as possible.

Table 2 - Travel & Subsistence Expenses

Payment Date*	Deadline Date for Submitting Approved T & S Claims
Friday 20/03/2020	Thursday 12/03/2020 (5pm)***
Friday 27/03/2020	Friday 20/03/2020 (5pm) Normal deadline applies
Friday 03/04/2020	Friday 27/03/2020 (5pm) Normal deadline applies
Thursday 09/04/2020**	Thursday 02/04/2020 (5pm)***
Friday 17/04/2020	Wednesday 08/04/2020 (5pm)****
Friday 24/04/2020	Friday 17/04/2020 (5pm) Normal deadline applies
Thursday 30/04/2020**	Thursday 23/04/2020 (5pm)***
Friday 08/05/2020	Thursday 30/04/2020 (5pm)***
Friday 15/05/2020	Friday 08/05/2020 (5pm) Normal deadline applies

**Payment Date is the date that the funds will be credited to your bank account.*

***Payment Date has been brought forward 1 day.*

****Deadline Date has been brought forward 1 day.*

*****Deadline Date has been brought forward 2 days.*

Client departments must lodge funds with PSS Control Section by 10.30am on the day prior to the Expenses payment date. In particular please see changes to payment days brought forward to Thursday 9th April 2020 and Thursday 30th April 2020.

Please bring the above information to the attention of your staff.

Customer Relations & Support Services,

NSSO

26th February, 2020

www.pssc.gov.ie



Oifig Náisiúnta
na Seirbhísí
Comhroinnte

National
Shared Services
Office