

NSSO Transaction Deadlines for End of Year and New Year Period 2021/2022

Dear Colleague,

Please see below, for your information, details of the NSSO Payroll deadlines for civilian pay groups, in respect of End of Year and the New Year period, which were recently circulated to all Departments/Offices.

Table 1 provides you with the cut off for each of the payroll runs that will be processed during the remainder of the year and for the first pay periods in the New Year.

It is recommended that applications for unpaid leave that normally require advanced notice of 6 weeks, are applied for immediately where the leave is due to commence in December 2021 or January 2022 to avoid any overpayments.

Table 1 Payroll Services End of Year and New Year Deadlines

Salary Payment Date	Deadline for Receipt of Instructions to Payroll Services including approval of claims for Overtime/Allowances on the Core Portal
18/11/2021	05/11/2021 (13.00)
19/11/2021	05/11/2021 (13.00)
25/11/2021	09/11/2021 (13.00)
26/11/2021	09/11/2021 (13.00)
02/12/2021	15/11/2021 (13.00)
03/12/2021	15/11/2021 (13.00)

09/12/2021	18/11/2021 (13.00)
10/12/2021	18/11/2021 (13.00)
16/12/2021	23/11/2021 (13.00)
17/12/2021	23/11/2021 (13.00)
23/12/2021	30/11/2021 (13.00)
24/12/2021	30/11/2021 (13.00)
30/12/2021	02/12/2021 (13.00)
31/12/2021	02/12/2021 (13.00)
06/01/2022	14/12/2021 (13.00)
07/01/2022	14/12/2021 (13.00)
13/01/2022	30/12/2021 (11.00)
14/01/2022	30/12/2021 (11.00)

- There is no change to any of the due payment dates for salary during the end of year and New Year period.

Table 2 provides you with the cut off for the final T&S Expense run of 2021 and the first T&S Expense run in 2022.

T&S Expense claims should be submitted and approved as soon as possible. Valid approved claims submitted from **17:30 Friday 17/12/21 to 17:30 Thursday 30/12/2021** will be paid on **Friday 07/01/2022**.

Table 2 End of Year and New Year Travel and Subsistence Expenses Deadlines

Expense Payment Date	Deadline Date for submitting approved T&S claims
24/12/2021	17/12/2021 (17:30)
7/01/2022	30/12/2021 (17:30)

Customer Relations and Support Services,
National Shared Services Office

November 2021