

Notification of Payroll and Expenses Deadlines

St Patrick's Day Bank Holiday 2019

For All Client Organisations excluding Department of Education & Skills, Legal Aid Board, An Garda Síochána and the Irish Prison Service.

Dear Colleague,

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

The advanced deadlines for St Patrick's Day Bank Holiday, commencing with the **payrolls** due for payment **on 21st and 22nd March** and **expenses** due for payment on **22/03/2019** are necessary to accommodate the bank holiday that occurs in this period: Monday 18th March 2019.

Table 1. St Patrick's Day Bank Holiday Payroll Payment Dates and Deadlines

Payroll Period	Payment Date	Deadline for Receipt of Instructions to HRSS	Deadline for Receipt of Instructions to PSS (including overtime claims submitted by LHR areas)	Deadline for Approval of Overtime/Allowances on the Core Portal
201912 Fortnightly Payrolls	21/03/2019	07/03/19 (1pm)	11/03/19 (1pm)	12/03/19 (1pm)
201912 Weekly Payrolls	22/03/2019	07/03/19 (1pm)	11/03/19 (1pm)	12/03/19 (1pm)
201913 Weekly Payrolls	29/03/2019	13/03/19 (1pm)	15/03/19 (5pm)	19/03/19 (10am)

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.

Travel and Subsistence Expenses

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

- Valid claims must be submitted and approved on the Coreportal before **5pm Thursday 14th March** for payment on **Friday 22nd March**.

Table 2. Expenses Deadlines

Payment Date*	Deadline Date for submitting approved T&S claims
Fri 22/03/2019*	Thurs 14/03/2019 (5pm)**

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

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

Client departments must lodge funds with PSS Control Section by 10.30am on the day prior to the payment date.

Customer Relations & Support Services,

NSSO

28 February 2019.

www.pssc.gov.ie



**Oifig Náisiúnta
na Seirbhísí
Comhroinnte**

**National
Shared Services
Office**