

## Notification of Payroll and Expenses Deadlines

### June 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 the June Bank Holiday, commencing with the **payrolls** due for payment on **7<sup>th</sup> June** and **expenses** due for payment on **7<sup>th</sup> June** are necessary to accommodate the bank holiday that occurs in this period: Monday 3<sup>rd</sup> June 2019.

**Table 1. June Bank Holiday Payroll Payment Dates and Deadlines**

<b>Payroll Period</b>	<b>Payment Date</b>	<b>Deadline for Receipt of Instructions to HRSS</b>	<b>Deadline for Receipt of Instructions to PSS (including overtime claims submitted by LHR areas)</b>	<b>Deadline for Approval of Overtime/Allowances on the Core Portal</b>
201923 Weekly Payrolls	07/06/19	23/05/19 (1pm)	27/05/19 (1pm)	28/05/19 (11am)
201924 Fortnightly Payrolls	13/06/19	29/05/19 (5pm)	31/05/19 (5pm)	04/06/19 (11am)
201924 Weekly Payrolls	14/06/19	29/05/19 (5pm)	31/05/19 (5pm)	04/06/19 (11am)

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 30<sup>th</sup> May** for payment on **Friday 7<sup>th</sup> June**

**Table 2. Expenses Deadlines**

Payment Date*	Deadline Date for submitting approved T&S claims
Fri 07/06/19*	Thurs 30/05/19 (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

16 May 2019

[www.pssc.gov.ie](http://www.pssc.gov.ie)



**Oifig Náisiúnta  
na Seirbhísí  
Comhroinnte**

**National  
Shared Services  
Office**