

Notification of Payroll and Expenses Deadlines

Easter/May Bank Holiday 2019

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

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

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 Easter and May Bank Holidays

The advanced deadlines for Easter and May Bank Holiday, commencing with the Payrolls (Table 1) and Expenses (Table 2) due for payment on **18th April 2019**, are necessary to accommodate the three bank holidays that occur in this period: 19th April, 22nd April and 6th May.

Easter and May Bank Holiday Payroll Payment Dates and Deadlines below:

Table 1

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 <u>Core Portal</u>
201916 Fortnightly Payrolls	18/04/2019	04/04/2019 (1pm)	08/04/2019 (1pm)	08/04/2019 (1pm)
201916 Weekly Payrolls	18/04/2019*	04/04/2019 (1pm)	08/04/2019 (1pm)	08/04/2019 (1pm)
201917 Weekly Payrolls	26/04/2019	10/04/2019 (1pm)	12/04/2019 (5pm)	15/04/2019 (10am)
201918 Fortnightly Payrolls	02/05/2019	15/04/2019 (1pm)	17/04/2019 (5pm)	23/04/2019 (10am)
201918 Weekly Payrolls	03/05/2019	15/04/2019 (1pm)	17/04/2019 (5pm)	23/04/2019 (10am)
201919 Weekly Payrolls	10/05/2019	25/04/2019 (1pm)	29/04/2019 (1pm)	29/04/2019 (1pm)
201920 Fortnightly Payrolls	16/05/2019	01/05/2019 (1pm)	03/05/2019 (5pm)	07/05/2019 (10am)
201920 Weekly Payrolls	17/05/2019	01/05/2019 (1pm)	03/05/2019 (5pm)	07/05/2019 (10am)

**** The payment date has been brought forward 1 day for payments normally due on 19th April, these will now be paid on 18th April.***

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 the Easter/May Bank Holiday Travel and Subsistence Expense Payment Dates and Deadlines below:

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

Table 2

Payment Date*	Deadline Date for Submitting Approved T&S claims
Thursday 18/04/2019**	Thursday 11/04/2019 5pm***
Friday 26/04/2019	Wednesday 17/04/2019 5pm****
Friday 03/05/2019	Friday 26/04/2019 5pm (normal deadline applies)
Friday 10/05/2019	Thursday 02/05/2019 5pm***
Friday 17/05/2019	Friday 10/05/2019 (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.

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

Customer Relations & Support Services,

NSSO

27th March 2019

www.pssc.gov.ie



Oifig Náisiúnta
na Seirbhísí
Comhroinnte

National
Shared Services
Office