



Notification of change to NSSO Deadlines due to Bank Holidays in June and August 2022

Dear Colleague,

Please see below details of the revised NSSO deadlines due to the forthcoming bank holidays on 06 June and 01 August 2022.

Table 1 – HR and Payroll Services Deadlines and Payment Dates

<i>Payroll Period</i>	<i>Payment Date</i>	<i>Deadline for Receipt of Instructions to HR Services</i>	<i>Deadline for Receipt of Instructions to Payroll Services</i>	<i>Deadline for Approval of Overtime/Allowances on the Core Portal</i>
June Bank Holiday				
202223 Weekly and Fortnightly Payrolls	10/06/2022 & 09/06/2022	Wednesday 25/05/2022 (5pm)	Monday 30/05/2022 (1pm)	Monday 30/05/2022 (1pm)
202224 Weekly and Alternate Fortnightly Payrolls	17/06/2022 and 16/06/2022	Wednesday 01/06/2022 (1pm)	Friday 03/06/2022 (5pm)	Tuesday 07/06/2022 (10am)
August Bank Holiday				
202231 Weekly and Fortnightly Payrolls	05/08/2022 & 04/08/2022	Wednesday 20/07/2022 (5pm)	Monday 25/07/2022 (1pm)	Monday 25/07/2022 (1pm)
202232 Weekly and Alternate Fortnightly Payrolls	12/08/2022 and 11/08/2022	Wednesday 27/07/2022 (1pm)	Friday 29/07/2022 (5pm)	Tuesday 02/08/2022 (10am)

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

Table 2 – Payroll Services Expense Deadlines and Payment Dates

Payment Date	Deadline Date for Submitting Approved Claims
Friday 10/06/2022	Thursday 02/06/2022 (5pm)
Friday 5/08/2022	Thursday 28/07/2022 (5pm)

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

Yours sincerely,

Customer Relations and Support Services,

National Shared Services Office

May 2022

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