

CHRISTMAS DEADLINES DECEMBER 2024/JANUARY 2025 HR DEADLINES - Monthly Paid Employees					
	Salaried employees	Hourly paid		Hourly paid	
Monthly Payroll	All documentation to HR Resourcing	Online set up forms to HR Ops	Manual Paperwork to HR Ops (i.e. overtime, paper claim forms)	ESS Deadline	Payment Date
DECEMBER PAYROLL	Wednesday 13 November 2024	Wednesday 27 November 2024	Wednesday 27 November 2024	Monday 9 December 2024 @ 5pm	Friday 20 December 2024
JANUARY PAYROLL	Friday 3 January 2025	Monday 6 January 2025	Tuesday 7 January 2025	Thursday 16 January 2025 @ 5pm	Friday 31 January 2025

CHRISTMAS DEADLINES DECEMBER 2024/JANUARY 2025 HR DEADLINES - Weekly Paid Employees						
	Weekly paid employees	Hourly paid	Hourly paid		Hourly paid	
Weekly Payroll	Payment Period	Payment Period	Online set up forms to HR Ops	Manual Paperwork to HR Ops (i.e. overtime, paper claim forms)	ESS Deadline	Payment Date
Week 49	Monday 2 - Sunday 8 December 2024	Claims for work done up to Thursday 28 November 2024	Wednesday 27 November 2024	Wednesday 27 November 2024	Thursday 28 November 2024 @ 5pm	Thursday 5 December 2024
Week 50/51/52 TREBLE WEEK	Monday 09 December 2024 - Sunday 29 December 2024	Claims for work done Friday 29 November to Thursday 19 December 2024	Friday 29 November 2024	Friday 29 November 2024. <i>Paper Claims should be submitted for hours scheduled to be done weeks ending Thursday 12 and 19 December 2024*</i>	Friday 6 December 2024 @ 5pm (<i>Claim online for work done up to this date only - Paper Claims should be submitted for hours scheduled to be done weeks ending Thursday 12 and 19 December 2024*</i>)	Thursday 12 December 2024
Week 01	Monday 30 December - Sunday 5 January 2025	Claims for work done up to Tuesday 17 December 2024 not submitted via paper claim forms	Friday 13 December 2024	Friday 13 December 2024	Tuesday 17 December 2024	Thursday 2 January 2025
Week 02	Monday 6 January - Sunday 12 January 2025	Claims for work done up to Friday 03 January 2025 via ESS	Thursday 02 January 2025	Thursday 02 January 2025	Friday 03 January 2025 @ 2pm	Thursday 09 January 2025
Week 03	Monday 13 January - Sunday 19 January 2025	Claims for work done up to Thursday 09 January 2025	Wednesday 08 January 2025	Wednesday 08 January 2025	Thursday 09 January 2025 @ 5pm	Thursday 16 January 2025

***Can claim for 3 week period for weeks ending Friday, 06 (online), Thursday 12, and Thursday 19 December 2024 (paper claims*), which will be paid on Thursday 12 December 2024**

Online claims to be submitted for hours completed up to Friday 06 December 2024

Paper claims forms to be submitted (to hrhelpdesk@ucd.ie) for hours scheduled to be done weeks ending Thursday 12 & Thursday 19 December 2024

Claimants should liaise with their Managers with regard to Paper Claims - "Casual Work Claim Form" is available at at <https://www.ucd.ie/hr/formsa-z/>

