

CHRISTMAS DEADLINES DECEMBER 2021/JANUARY 2022 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	Friday 19 November 2021	Monday 29 November 2021	Monday 29 November 2021	Wednesday 8 December 2021 @ 5pm	Wednesday 22 December 2021
JANUARY PAYROLL	Tuesday 4 January 2022	Thursday 6 January 2022	Thursday 6 January 2022	Friday 14 January 2022 @ 5pm	Monday 31 January 2022

CHRISTMAS DEADLINES DECEMBER 2021/JANUARY 2022 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 6 - Sunday 12 December	Claims for work done up to Thursday 2 December	Tuesday 30 November 2021	Tuesday 30 November 2021	Thursday 2 December 2021 @ 5pm	Thursday 9 December 2021
Week 50/51/52 TREBLE WEEK	Monday 13 December - Sunday 2 January 2022	Claims for work done Friday 3 December to Thursday 23 December	Friday 3 December 2021	Friday 3 December 2021. <i>Paper Claims should be submitted for hours scheduled to be done weeks ending Thursday 16 and 23 December*</i>	Friday 10 December @ 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 16 and 23 December*</i>)	Thursday 16 December 2021
Week 01	Monday 3 January - Sunday 9 January 2022	Claims for work done up to Tuesday 4 January	Monday 20 December 2021	Monday 20 December 2021	Tuesday 4 January 2022 @ 1pm	Thursday 6 January 2022
Week 02	Monday 10 January - Sunday 16 January	Claims for work done up to Friday 7 January	Wednesday 5 January 2022	Wednesday 5 January 2022	Friday 7 January 2022 @ 5pm	Thursday 13 January 2022
Week 03	Monday 17 January - Sunday 23 January	Claims for work done up to Thursday 13 January	Wednesday 12 January 2022	Wednesday 12 January 2022	Thursday 13 January 2022 @ 5pm	Thursday 20th January 2022

***Can claim for 3 week period for weeks ending Friday, 10 (online), Thursday 16, and Thursday 23 December (paper claims*), which will be paid on Thursday 16 December**

Online claims to be submitted for hours completed up to Friday 10 December.

Paper claims forms to be submitted (to hrhelpdesk@ucd.ie) for hours scheduled to be done weeks ending Thursday 16 & Thursday 23 December

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/>