

CHRISTMAS DEADLINES DECEMBER 2022/JANUARY 2023 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 18 November 2022	Monday 28 November 2022	Monday 28 November 2022	Thursday 8 December 2022 @ 5pm	Thursday 22 December 2022
JANUARY PAYROLL	Wednesday 4 January 2023	Thursday 5 January 2023	Thursday 5 January 2023	Monday 16 January 2023 @ 5pm	Tuesday 31 January 2023

CHRISTMAS DEADLINES DECEMBER 2022/JANUARY 2023 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 5 - Sunday 11 December 2022	Claims for work done up to Thursday 1 December 2022	Wednesday 30 November 2022	Wednesday 30 November 2022	Thursday 1 December 2022 @ 5pm	Thursday 8 December 2022
Week 50/51/52 TREBLE WEEK	Monday 12 December 2022 - Sunday 1 January 2023	Claims for work done Friday 2 December to Thursday 22 December 2022	Friday 2 December 2022	Friday 2 December 2022. <i>Paper Claims should be submitted for hours scheduled to be done weeks ending Thursday 15 and 22 December 2022 *</i>	Friday 9 December 2022 @ 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 15 and 22 December 2022*</i> )	Thursday 15 December 2022
Week 01	Monday 2 January - Sunday 8 January 2023	Claims for work done up to Monday 19 December 2022 not submitted via paper claim forms	Friday 16 December 2022	Friday 16 December 2022	Monday 19 December 2022	Thursday 5 January 2023
Week 02	Monday 9 January - Sunday 15 January 2023	Claims for work done up to Thursday 5 January 2023	Wednesday 4 January 2023	Wednesday 4 January 2023	Thursday 5 January 2023 @ 5pm	Thursday 12 January 2023
Week 03	Monday 16 January - Sunday 22 January 2023	Claims for work done up to Thursday 12 January 2023	Wednesday 11 January 2023	Wednesday 11 January 2023	Thursday 12 January 2023 @ 5pm	Thursday 19 January 2023

**\*Can claim for 3 week period for weeks ending Friday, 09 (online), Thursday 15, and Thursday 22 December 2022 (paper claims\*), which will be paid on Thursday 15 December 2022**

Online claims to be submitted for hours completed up to Friday 09 December 2022

Paper claims forms to be submitted (to hrhelpdesk@ucd.ie) for hours scheduled to be done weeks ending Thursday 15 & Thursday 22 December 2022

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/>