

JUNE 2025 HOURLY PAID DEADLINES HR DEADLINES - <u>Monthly</u> Paid Employees				
	Hourly paid	Hourly paid	Hourly paid	
Monthly Payroll	Online set up forms to HR Ops	Manual Paperwork to HR Ops (i.e. overtime, paper claim forms)	ESS Deadline	Payment Date
JUNE PAYROLL	Tuesday 03 June 2025	Tuesday 03 June 2025	Friday 13 June 2025	Friday 30 June 2025
NO ACCESS TO APPROVE TIMESHEETS FROM 5pm, FRIDAY 13 JUNE - 29 JUNE INCLUSIVE				
ESS APPROVER ACCESS RESTORED MONDAY 30 JUNE (FOR JULY PAYMENT)				

JUNE 2025 HOURLY PAID DEADLINES HR DEADLINES - <u>Weekly</u> Paid Employees					
	Hourly paid	Hourly paid	Hourly paid	Hourly paid	
Weekly Payroll	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 24	Claims for work done up to Thursday 05 June 2025	Tuesday 03 June 2025	Wednesday 04 June 2025	Thursday 05 June @ 5pm	Thursday 12 June 2025
Week 25	Claims for work done up to Thursday 12 June 2025	Monday 09 June 2025	Wednesday 11 June 2025	Thursday 12 June @ 5pm	Thursday 19 June 2025
NO ACCESS TO APPROVETIMESHEETS FROM 5pm, FRIDAY 13 JUNE - SUNDAY 29 JUNE INCLUSIVE					
Week 26*	Claims for work done from Friday 13 June Thursday 19 June 2025	Monday 16 June 2025	MANUAL CLAIMS FORMS (no ESS claims), Deadline to Ops, Tuesday 17 June	N/A	Thursday 26 June 2025
Week 27*	Claims for work done from Friday 20 June Thursday 26 June 2025	Monday 23 June 2025	MANUAL CLAIMS FORMS (no ESS claims), Deadline to Ops, Tuesday 24 June	N/A	Thursday 3 July
Week 28 <i>normal deadlines resume</i>	Claims for work done from Friday 27 June Thursday 03 July 2025	Monday 30 June 2025	Wednesday 02 July 2025	Thursday 03 July 2025	Thursday 10 July
ESS APPROVER ACCESS RESTORED MONDAY 30 JUNE					

*Paper claims forms to be submitted (to hrhelpdesk@ucd.ie) for hours scheduled to be done weeks ending Thursday 19 & Thursday 26 June 2025
 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/>
 Please ensure that no ESS timesheet is submitted where a manual claim form has also been paid, to avoid duplicate payments