

CHRISTMAS DEADLINES DECEMBER 2025/JANUARY 2026 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 12 November 2025	Wednesday 26 November 2025	Wednesday 26 November 2025	Monday 8 December 2025 @ 5pm	Monday 22 December 2025
JANUARY PAYROLL	Friday 2 January 2026	Monday 5 January 2026	Tuesday 6 January 2026	Thursday 15 January 2026 @ 5pm	Friday 30 January 2026

CHRISTMAS DEADLINES DECEMBER 2025/JANUARY 2026 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 1 - Sunday 7 December 2025	Claims for work done up to Thursday 27 November 2025	Wednesday 26 November 2025	Wednesday 26 November 2025	Thursday 27 November 2025 @ 5pm	Thursday 4 December 2025
Week 50/51/52 TREBLE WEEK	Monday 08 December 2025 - Sunday 28 December 2025	Claims for work done Friday 28 November to Thursday 18 December 2025	Friday 28 November 2025	Friday 28 November 2025. <i>Paper Claims should be submitted for hours scheduled to be done weeks ending Thursday 11 and 18 December 2025*</i>	Friday 5 December 2025 @ 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 11 and 18 December 2025*</i>)	Thursday 11 December 2025
Week 01	Monday 29 December - Sunday 4 January 2026	Claims for work done up to Tuesday 16 December 2025 not submitted via paper claim forms	Friday 12 December 2025	Friday 12 December 2025	Tuesday 16 December 2025	Thursday 1 January 2026
Week 02	Monday 5 January - Sunday 11 January 2026	Claims for work done up to Friday 02 January 2026 via ESS	Thursday 01 January 2026	Friday 02 January 2026 @ 12pm	Friday 02 January 2026 @ 5pm	Thursday 08 January 2026
Week 03	Monday 12 January - Sunday 18 January 2026	Claims for work done up to Thursday 08 January 2026	Wednesday 07 January 2026	Wednesday 07 January 2026	Thursday 08 January 2026 @ 5pm	Thursday 15 January 2026

***Can claim for 3 week period for weeks ending Friday, 05 (online), Thursday 11, and Thursday 18 December 2025 (paper claims*), which will be paid on Thursday 11 December 2025**

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 11 & Thursday 18 December 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/>