Payment Run Dates
From January 2025 to June 2025

Please see below the list of payment dates for suppliers and staff/non-staff from **January 2025 to June 2025** as prepared by the Accounts Payable (AP) team.

Suppliers		Employees	
AP prepare payment on	**Funds in bank account on** (approx. 2 days later)	**AP prepare payment on**	**Funds in bank account on** (approx. 2 days later)
Tues 7 Jan 2025	**Thurs 9 Jan 2025**	**Tues 14 Jan 2025**	**Thurs 16 Jan 2025**
Tues 21 Jan 2025	**Thurs 23 Jan 2025**	**Mon 27 Jan 2025**	**Wed 29 Jan 2025**
Wed 5 Feb 2025	**Fri 7 Feb 2025**	**Tues 11 Feb 2025**	**Thurs 13 Feb 2025**
Tues 18 Feb 2025	**Thurs 20 Feb 2025**	**Mon 24 Feb 2025**	**Wed 26 Feb 2025**
Tues 4 Mar 2025	**Thurs 6 Mar 2025**	**Tues 11 Mar 2025**	**Thurs 13 Mar 2025**
Tues 18 Mar 2025	**Thurs 20 Mar 2025**	**Tues 25 Mar 2025**	**Thurs 27 Mar 2025**
Tues 1 April 2025	**Thurs 3 April 2025**	**Tues 8 April 2025**	**Thurs 10 April 2025**
Tues 15 April 2025	**Thurs 17 April 2025**	**Tues 22 April 2025**	**Thurs 24 April 2025**
Tues 6 May 2025	**Thurs 8 May 2025**	**Tues 13 May 2025**	**Thurs 15 May 2025**
Tues 20 May 2025	**Thurs 22 May 2025**	**Mon 26 May 2025**	**Wed 28 May 2025**
Wed 4 June 2025	**Fri 6 June 2025**	**Tues 10 June 2025**	**Thurs 12 June 2025**
Tues 17 June 2025	**Thurs 19 June 2025**	**Tues 24 June 2025**	**Thurs 26 June 2025**

The AP team manage a series of processes to prepare a payment. When the claim is entered and ready for payment, a confirmation email will be sent to the person who submitted the non-staff payment requisition.

For an iProcurement transaction to be included in a payment run, all procurement holds should be resolved by close of business the day before AP prepare the payment.

The AP team are available at: apquery@tcd.ie should you require any assistance with payments.
The FIS support team are also available at: fis-support@tcd.ie for any system queries.