



## 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	
AP prepare payment on	Funds in bank account on (approx. 2 days later)
Tues 7 Jan 2025	Thurs 9 Jan 2025
Tues 21 Jan 2025	Thurs 23 Jan 2025
Wed 5 Feb 2025	Fri 7 Feb 2025
Tues 18 Feb 2025	Thurs 20 Feb 2025
Tues 4 Mar 2025	Thurs 6 Mar 2025
Tues 18 Mar 2025	Thurs 20 Mar 2025
Tues 1 April 2025	Thurs 3 April 2025
Tues 15 April 2025	Thurs 17 April 2025
Tues 6 May 2025	Thurs 8 May 2025
Tues 20 May 2025	Thurs 22 May 2025
Wed 4 June 2025	Fri 6 June 2025
Tues 17 June 2025	Thurs 19 June 2025

Employees	
AP prepare payment on	Funds in bank account on (approx. 2 days later)
Tues 14 Jan 2025	Thurs 16 Jan 2025
Mon 27 Jan 2025	Wed 29 Jan 2025
Tues 11 Feb 2025	Thurs 13 Feb 2025
Tues 24 Feb 2025	Thurs 26 Feb 2025
Tues 11 Mar 2025	Thurs 13 Mar 2025
Tues 25 Mar 2025	Thurs 27 Mar 2025
Tues 8 April 2025	Thurs 10 April 2025
Tues 22 April 2025	Thurs 24 April 2025
Tues 13 May 2025	Thurs 15 May 2025
Tues 26 May 2025	Thurs 28 May 2025
Tues 10 June 2025	Thurs 12 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](mailto:apquery@tcd.ie) should you require any assistance with payments.

The FIS support team are also available at: [fis-support@tcd.ie](mailto:fis-support@tcd.ie) for any system queries.