Payment Run Dates
to mid-June 2024

Please see below the list of payment dates for suppliers and staff/non-staff from **January to mid-June 2024** as prepared by the Accounts Payable (AP) team.

Suppliers

AP prepare payment on	Funds in bank account on (approx. 2 days later)
Mon 8 Jan	Wed 10 Jan
Mon 22 Jan	Wed 24 Jan
Wed 7 Feb	Fri 9 Feb
Mon 19 Feb	Wed 21 Feb
Mon 4 March	Wed 6 March
Wed 20 March	Fri 22 March
Wed 3 April	Fri 5 April
Mon 15 April	Wed 17 April
Tues 7 May	Thurs 9 May
Mon 20 May	Wed 22 May
Tues 4 June	Thurs 6 June
Mon 17 June	Wed 19 June

Employees

AP prepare payment on	Funds in bank account on (approx. 2 days later)
Mon 15 Jan	Wed 17 Jan
Mon 12 Feb	Wed 14 Feb
Mon 11 March	Wed 13 March
Mon 8 April	Wed 10 April
Mon 13 May	Wed 15 May
Mon 10 June	Wed 12 June

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.