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.

<table>
<thead>
<tr>
<th>Suppliers</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AP prepare payment on</strong></td>
<td><strong>AP prepare payment on</strong></td>
</tr>
<tr>
<td><strong>Funds in bank account on</strong></td>
<td><strong>Funds in bank account on</strong></td>
</tr>
<tr>
<td>(approx. 2 days later)</td>
<td>(approx. 2 days later)</td>
</tr>
<tr>
<td>Mon 8 Jan</td>
<td>Mon 15 Jan</td>
</tr>
<tr>
<td>Wed 10 Jan</td>
<td>Wed 17 Jan</td>
</tr>
<tr>
<td>Mon 22 Jan</td>
<td>Mon 12 Feb</td>
</tr>
<tr>
<td>Wed 24 Jan</td>
<td>Wed 14 Feb</td>
</tr>
<tr>
<td>Wed 7 Feb</td>
<td>Mon 11 March</td>
</tr>
<tr>
<td>Fri 9 Feb</td>
<td>Wed 13 March</td>
</tr>
<tr>
<td>Mon 19 Feb</td>
<td>Mon 8 April</td>
</tr>
<tr>
<td>Wed 21 Feb</td>
<td>Wed 10 April</td>
</tr>
<tr>
<td>Mon 4 March</td>
<td>Mon 13 May</td>
</tr>
<tr>
<td>Wed 6 March</td>
<td>Wed 15 May</td>
</tr>
<tr>
<td>Wed 20 March</td>
<td>Mon 10 June</td>
</tr>
<tr>
<td>Fri 22 March</td>
<td>Wed 12 June</td>
</tr>
<tr>
<td>Wed 3 April</td>
<td></td>
</tr>
<tr>
<td>Fri 5 April</td>
<td></td>
</tr>
<tr>
<td>Mon 15 April</td>
<td></td>
</tr>
<tr>
<td>Wed 17 April</td>
<td></td>
</tr>
<tr>
<td>Tues 7 May</td>
<td></td>
</tr>
<tr>
<td>Thurs 9 May</td>
<td></td>
</tr>
<tr>
<td>Mon 20 May</td>
<td></td>
</tr>
<tr>
<td>Wed 22 May</td>
<td></td>
</tr>
<tr>
<td>Tues 4 June</td>
<td></td>
</tr>
<tr>
<td>Thurs 6 June</td>
<td></td>
</tr>
<tr>
<td>Mon 17 June</td>
<td></td>
</tr>
<tr>
<td>Wed 19 June</td>
<td></td>
</tr>
</tbody>
</table>

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.