



## Payment Run Dates

to end January 2025

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

Suppliers	
AP prepare payment on	Funds in bank account on (approx. 2 days later)
Mon 23 Sept 2024	Wed 25 Sept 2024
Mon 7 Oct 2024	Wed 9 Oct 2024
Tues 22 Oct 2024	Thurs 24 Oct 2024
Tues 5 Nov 2024	Thurs 7 Nov 2024
Tues 19 Nov 2024	Thurs 21 Nov 2024
Tues 3 Dec 2024	Thurs 5 Dec 2024
Tues 17 Dec 2024	Thurs 19 Dec 2024
Tues 7 Jan 2025	Thurs 9 Jan 2025
Tues 21 Jan 2025	Thurs 23 Jan 2025

Employees	
AP prepare payment on	Funds in bank account on (approx. 2 days later)
Mon 23 Sept 2024	Wed 25 Sept 2024
Tues 15 Oct 2024	Thurs 17 Oct 2024
Tues 22 Oct 2024	Thurs 24 Oct 2024
Tues 12 Nov 2024	Thurs 14 Nov 2024
Tues 26 Nov 2024	Thurs 28 Nov 2024
Tues 10 Dec 2024	Thurs 12 Dec 2024
Tues 17 Dec 2024	Thurs 19 Dec 2024
Tues 14 Jan 2025	Thurs 16 Jan 2025
Mon 27 Jan 2025	Wed 29 Jan 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.