



Dublin City University  
Ollscoil Chathair Bhaile Átha Cliath

## PAYROLL PAYMENT ARRANGEMENTS

Revision May 2017

Document Name	Payroll Payment Policy
Version Reference	2.0
Document Owner	Director of Finance and HR
Approved by	Finance and HR
Date	May 2017

## Contents

1. Introduction .....	3
2. Scope.....	3
3. New Staff.....	3
4. Existing Weekly paid Staff.....	3
5. Pay Dates for DCU Staff.....	3
Monthly Full Time and Fixed Hours Staff.....	3
Current Weekly Paid Staff.....	3
Casual Part-Time Staff.....	3
6. Pay Dates for DCU Commercial Ltd.....	3
Monthly Full Time and Part Time Staff .....	3
Current Weekly Paid Staff.....	4
7. Pay Dates for DCU Educational Trust.....	4
Monthly Full Time and Part Time Staff .....	4
8. Payroll Deadlines for DCU, DCU Commercial Ltd & DCU Educational Trust.....	4
Monthly Full Time and Fixed Hours Staff.....	4
Current Weekly Paid Staff.....	4
Casual Part-Time Staff.....	4
9. DCU Retiree's .....	4
10. External Examiners, Accreditors and Quality Assurance Reviewers.....	4
11. DCU Postgraduates and Studentships .....	4
12. Advances .....	5

## **1. Introduction**

It is the policy of the University in accordance with the requirements of Revenue, that payments to individuals who provide services in the activities of teaching, research, administration and technical support are processed through the University payroll. Individuals employed on this basis will be issued with a contract of employment by DCU HR in advance of their commencement of duties.

## **2. Scope**

This sets out the procedures governing the payment of salary. Those entities which come within the scope is all employees with DCU Group which would include the University, any Research Centres and subsidiary companies of the University.

## **3. New Staff**

New staff will be paid via the monthly payroll run by bank transfer. Weekly pay option is no longer open to new or re-joining staff except for restricted grades within DCU Commercial

## **4. Existing Weekly paid Staff**

Existing weekly paid staff are unaffected by this Payroll Payment Policy Revision. However, existing weekly paid staff will transfer to the monthly payroll run on:

- Promotion to a Grade 1V or higher
- Returning to work from an unpaid leave of absence of 12 month's duration

## **5. Pay Dates for DCU Staff**

Pay dates for DCU Staff remain as follows:

### **Monthly Full Time and Fixed Hours Staff**

Pay date is the 28th of each month or the nearest working day if payday falls on Saturday, Sunday or a Bank Holiday for the full calendar month.

### **Current Weekly Paid Staff**

Pay date is Friday or nearest working day if Friday is a bank holiday of each week for the previous week, Monday to Friday.

### **Casual Part-Time Staff**

Pay date is the last working day of each month or the nearest working day if payday falls on Saturday, Sunday or a Bank Holiday for hours claimed and approved up to the 15th of the current month.

## **6. Pay Dates for DCU Commercial Ltd.**

Pay dates for DCU Commercial Staff remain as follows:

### **Monthly Full Time and Part Time Staff**

Pay date is the last Monday of the month or the nearest working day if falls on Bank Holiday for the full calendar month.

### **Current Weekly Paid Staff**

Pay date is Friday or nearest working day if Friday is a bank holiday of each week for the previous week Monday to Friday (Helix Casual Staff-2 weeks in arrears Friday to Thursday and Trispace Catering Friday to Thursday).

## **7. Pay Dates for DCU Educational Trust**

Pay dates for DCU Educational Trust Staff remain as follows:

### **Monthly Full Time and Part Time Staff**

Pay Date is the last Monday of the Month or nearest working day if it falls on a Bank Holiday for the full calendar month (Full time) and for hours claimed and approved up to the 15th of the current month (Part Time).

## **8. Payroll Deadlines for DCU, DCU Commercial Ltd & DCU Educational Trust**

Pay Deadlines remain as follows:

### **Monthly Full Time and Fixed Hours Staff**

15th of the month in which the payment or adjustment has to be processed. If the 15th falls on a Saturday, Sunday or Bank Holiday Monday details should be in the payroll office by close of business on the previous Friday.

### **Current Weekly Paid Staff**

Monday by 5.00pm of the week that payment or adjustment has to be processed. In the week preceding a public holiday the deadline is close of business on the preceding Friday.

### **Casual Part-Time Staff**

15th of the month in which the payment or adjustment has to be processed. If the 15th falls on a Saturday, Sunday or Bank Holiday Monday details should be in the payroll office by the close of business on the previous Friday.

## **9. DCU Retiree's**

Monthly payment date is the 28th or the nearest working day if it falls on a Saturday, Sunday or a Bank Holiday and deadline is the 10th of the month or the previous Friday if the 10th falls on a Saturday, Sunday or a Bank Holiday.

## **10. External Examiners, Accreditors and Quality Assurance Reviewers**

Monthly pay date is the 15th of the month or the nearest working day if it falls on a Saturday, Sunday or a Bank Holiday and the deadline is the 5th of the month or the previous Friday if the 5th falls on a Saturday, Sunday or a Bank Holiday.

## **11. DCU Postgraduates and Studentships**

Monthly Pay date is the last Thursday of the month and deadline is the 13th of the month or the previous Friday if the 13th falls a Saturday, Sunday or a Bank Holiday.

## **12. Advances**

Staff advances are only paid in exceptional circumstances when an employee has not been paid and all relevant documentation is in place. The advance is submitted by the HRO, authorised by the HR Manager, Finance and processed for payment on a weekly basis.