

Munster Technological University

RETURN OF PART-TIME HOURS

The closing dates for the return of part-time hours for the academic year **2024/25** are as follows:

PT hours to be paid at end of:	Hours worked to:	Latest date for receipt of hours is 1.00 p.m. on the following dates:
September 2024	Friday 23/8/2024	Monday 26/8/2024
October 2024	Friday 13/9/2024	Monday 16/9/2024
November 2024	Friday 18/10/2024	Monday 21/10/2024
December 2024	Friday 15/11/2024	Monday 18/11/2024
January 2025	Friday 13/12/2024	Thursday 2/1/2025
February 2025	Friday 17/1/2025	Monday 20/1/2025
March 2025	Friday 14/2/2025	Monday 24/2/2025
April 2025	Friday 14/3/20245	Tuesday 18/3/2025
May 2025	Friday 4/4/2025	Monday 7/4/2025
June 2025	Friday 16/5/2025	Monday 19/5/2025
July 2025	Friday 13/6/2025	Monday 16/6/2025
August 2025	Friday 18/7/2025	Monday 21/7/2025

Please note the following:

Part-Time Hours claim forms are available at <http://finance.mtu.ie/forms> - Staff Payments Forms.

- 1. It is essential that you claim for hours taught on a monthly basis according to the above dates.**
- 2. All timesheets must be signed by your Head of Department before being passed through for payment. Failure to do this will result in delay of payment.**
- 3. Any Part-Time Hours claim forms received after the above dates will not be processed for payment until the following month.**

Joan Murphy
Human Resources Office