

# Munster Technological University

## RETURN OF PART-TIME HOURS

The closing dates for the return of part-time hours for the academic year 2023/24 are as follows:

PT hours to be paid at end of:	Hours paid to:	Latest date for receipt of hours is 1.00 p.m. on the following dates:
September 2023	Friday 18/8/2023	Monday 21/8/2023
October 2023	Friday 15/9/2023	Monday 18/9/2023
November 2023	Friday 20/10/2023	Monday 23/10/2023
December 2023	Friday 10/11/2023	Monday 13/11/2023
January 2024	Friday 15/12/2023	Tuesday 2/1/2024
February 2024	Friday 19/1/2024	Monday 22/1/2024
March 2024	Friday 16/2/2024	Monday 19/2/2024
April 2024	Friday 15/3/2024	Wednesday 20/3/2024
May 2024	Friday 19/4/2024	Monday 22/4/2024
June 2024	Friday 17/5/2024	Monday 20/5/2024
July 2024	Friday 14/6/2024	Monday 17/6/2024
August 2024	Friday 19/7/2024	Monday 22/7/2024

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