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| NSSO Transaction Deadlines For Civilian Employees and Fortnightly Paid Retirees for End of Year and New Year Period 2022/2023**Table 1 - End of Year and New Year HRS and Payroll Deadlines:**

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| --- | --- | --- | --- | --- |
| **Payroll Period** | **Payment Date****(Some weekly payrolls are paid on a Thursday)** | **Deadline for Receipt of Instructions to HRS** | **Deadline for Receipt of Instructions to PS** | **Deadline for Approval of Overtime/Allowances on Payroll Self Service** |
| **202247**Weekly (W)Fortnightly (F)Monthly (M) | Thursday, 24 November 2022 (F) Friday, 25 November 2022 (W/M) | Tuesday, 08 November 2022 (13:00) | Friday, 11 November 2022 (13:00) | Friday, 11 November 2022 (13:00) |
| **202248**Weekly (W)Alternate Fortnightly (AltF) | Thursday, 01 December 2022 (AltF) Friday, 02 December 2022 (W)  | Friday, 11 November 2022 (17:00) | Wednesday, 16 November 2022 (13:00) | Wednesday, 16 November 2022 (13:00) |
| **202249**WeeklyFortnightly | Thursday, 08 December 2022 (F) Friday, 09 December 2022 (W)  | Tuesday, 15 November 2022 (13:00) | Friday, 18 November 2022 (13:00) | Friday, 18 November 2022 (13:00) |
| **202250**WeeklyAlternate Fortnightly | Thursday, 15 December 2022 (AltF) Friday, 16 December 2022 (W)  | Monday, 21 November 2022 (13:00) | Thursday, 24 November 2022 (13:00) | Thursday, 24 November 2022 (13:00) |
| **202251**WeeklyFortnightly | Thursday, 22 December 2022 (F) Thursday, 22 December 2022 (W)  | Wednesday, 23 November 2022 (13:00) | Monday, 28 November 2022 (13:00) | Monday, 28 November 2022 (13:00) |
| **202252**WeeklyAlternate FortnightlyMonthly | Thursday, 29 December 2022 (AltF) Friday, 30 December 2022 (W/M)  | Friday, 25 November 2022 (17:00) | Friday, 02 December 2022 (13:00) | Friday, 02 December 2022 (13:00) |
| **202301**WeeklyFortnightly | Thursday, 05 January 2023 (F) Friday, 06 January 2023 (W)  | Thursday, 08 December 2022 (13:00) | Tuesday, 13 December 2022 (13:00) | Tuesday, 13 December 2022 (13:00) |
| **202302**WeeklyAlternate Fortnightly | Thursday, 12 January 2023 (F) Friday, 13 January 2023 (W)  | Monday, 19 December 2022 (13:00) | Thursday, 22 December 2022 (13:00) | Thursday, 22 December 2022 (13:00) |
| **202303**WeeklyFortnightly | Thursday, 19 January 2023 (F) Friday, 20 January 2023 (W)  | Thursday, 05 January 23 (17:00) | Tuesday, 10 January 2023 (13:00) | Tuesday, 10 January 2023 (13:00) |

**Table 2 - End of Year and New Year Travel and Subsistence (T&S) Expenses Deadlines:**

|  |  |
| --- | --- |
| **Payment Date\*** | **Deadline Date for submitting approved T&S  claims** |
| Friday, 23 December 2022 | Friday, 16 December 2022 |
| Friday, 06 January 2023 | Friday, 29 December 2022 |

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