

April 2019 Payroll Cycle

Date	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll Validation Run
		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only	
11 March		Tasks completed and approved by 5pm on the Payroll Deadline, 08 April, will be included in the April payroll run.	Tasks completed by 5pm on the Supplementary Payroll Deadline, 21 March, will be included in the March payroll run.	Up to Payroll Run: may be run at any time of the day
12 March				
13 March				
14 March				
15 March				
16 March				
17 March				
18 March				
19 March				
20 March				
21 March	March Supplementary Payroll Deadline			
22 March	March Payroll Run		No User Input	
23 March				
24 March				
25 March				
26 March	Planned Downtime - Year End Software Delivery		Planned Downtime - Year End Software Delivery to commence promptly at 1.30pm on Monday 25 March. Service expected to be available by 12.00 midday on Wednesday 27 March	
27 March				
28 March	March Pay Day		Tasks completed from 28 March up to 5pm on the supplementary deadline, 18 April, will be included in the April payroll run.	Once a day from 5pm
29 March				
30 March				
31 March				
01 April	Staff Request Deadline			
02 April				
03 April				
04 April	April Casual Payments Deadline Support Request & Data Service Deadlines			
05 April				
06 April				
07 April				
08 April	April Payroll Deadline	Tasks completed and approved from 09 April until 5pm on the Payroll Deadline, 10 May, will be included in the May payroll run.	Up to Payroll Run: may be run at any time of the day	
09 April				
10 April				
11 April				
12 April				
13 April				
14 April				
15 April				
16 April				
17 April				
18 April	April Supplementary Payroll Deadline			
19 April	April Payroll Run (Including Bank Holiday)	No User Input		
20 April				
21 April				
22 April				
23 April				
24 April				
25 April		Tasks completed from 25 April up to 5pm on the supplementary deadline, 22 May, will be included in the May payroll run.	Once a day from 5pm	
26 April				
27 April				
28 April				
29 April	April Pay Day			
30 April				
01 May				
02 May	Staff Request Deadline			
03 May	May Casual Payments Deadline			
04 May				
05 May				
06 May	Bank Holiday			
07 May				
08 May	Support Request & Data Service Deadlines			
09 May				
10 May	May Payroll Deadline			

For further details regarding which tasks require payroll action, please see the "[Working with Payroll Deadlines](#)" document.