April 2020 Payroll Cycle

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

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