April 2021 Payroll Cycle

Date	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll Validation Run
		Tasks Requiring Payroll Action	*Tasks Requiring Department Action Only*	
15 March				
16 March				
17 March			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
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 and approved by 5pm on the Payroll Deadline, 12 April, will be included in the April payroll run.	Tasks completed from 29 March up to 5pm on the supplementary deadline, 22 April, will be included in the March payroll run	Once a day from 5pm
28 March				
29 March				
30 March	March Pay Day			
31 March				
01 April				
02 April	Good Friday			
03 April				
04 April				
05 April	Bank Holiday			
06 April	April Casual Payments Deadline/Staff Request Deadline			
07 April				
08 April	Support Request & Data Service Deadlines			
09 April				
10 April				
11 April				
12 April	April Payroll Deadline			
13 April		Tasks completed and approved from 13 April until 5pm on the Payroll Deadline, 10 May, will be included in the May payroll run.	Tasks completed from 23 April up to 5pm on the supplementary deadline, 20 May, will be included in the May payroll run.	Up to Payroll Run: may be run at any time of the day
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				
26 April				
27 April				Once a day from 5pm
28 April				
29 April	April Pay Day			
30 April				
01 May				
02 May				
03 May	Staff Request Deadline			
04 May				
05 May	May Casual Payments Deadline			
06 May	Support Request & Data Service Deadlines			
07 May				
08 May				
09 May				
10 May	May Payroll Deadline			
11 May				