August 2021 Payroll Cycle

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