

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

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