## **December 2019 Payroll Cycle**

	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll
Date		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only	Validation Run
11 November			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	Tasks completed and		
22 November		approved by 5pm on the		
23 November	November Payroll Run	Payroll Deadline, 05 December, will be	No User Input	
24 November	Í	included in the December		H H
25 November 26 November		payroll run.		
27 November				
	November Pay Day & Staff Request			ľ
28 November	Deadline			Once a day from 5pm
29 November			Tasks completed from 26 November up to 5pm on the supplementary deadline, 13 December, will be included in the December payroll run.	
30 November				
01 December 02 December	Casual Payroll Deadline			
	Support Request & Data Service Deadlines			
04 December	Cappetitioquest a Data Collino Decamino			
05 December	December Payroll Deadline			i
06 December				Up to Payroll Run: may
07 December				
08 December				
09 December				
10 December				
12 December		-		be run at any time of the
13 December	December Supplementary Payroll Deadline			day
14 December				1
15 December	December Payroll Run		No User Input	
16 December	December Fayron Kuri		No Oser Input	
17 December				
18 December				
19 December	Docombor Pay Day			
20 December 21 December	December Pay Day	Tasks completed and approved from 06 December until 5pm on the Payroll Deadline, 10 January, will be included in the January payroll		
22 December				
23 December				
24 December				
25 December	Bank Holiday			
26 December	Bank Holiday	run.		
27 December			Tasks completed from 18	
28 December 29 December			December up to 5pm on the supplementary	H
30 December			deadline, 23 January, will	Once a day from 5pm
31 December			be included in the	
01 January	Bank Holiday		January payroll run.	
02 January				
03 January	Staff Request Deadline			
04 January				
05 January	Coough Pours II Desaille			
06 January 07 January	Casual Payroll Deadline			
07 January 08 January	Support Request & Data Service Deadlines			
09 January	Capport request a Data Service Deadinies			
10 January	January Payroll Deadline			
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For further details regarding which tasks require payroll action, please see the "Working with Payroll Deadlines" document.