

## December 2021 Payroll Cycle

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



