

February 2019 Payroll Cycle

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

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