

February 2020 Payroll Cycle

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

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