February 2020 Payroll Cycle

	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll
Date		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only	Validation Run
13 January				
14 January				
15 January			T1	
16 January			Tasks completed by 5pm on the Supplementary	
17 January			Payroll Deadline, 23	
18 January			January, will be included	
19 January			in the January payroll	Up to Payroll Run: may
20 January			run.	be run at any time of the
21 January				day
22 January				
23 January	January Supplementary Payroll Deadline			<u> </u>
24 January		Tasks completed and	 	\mathbb{H}
25 January	January Payroll Run	approved by 5pm on the	No User Input	\mathbb{H}
26 January		Payroll Deadline, 10	H	\mathbb{H}
27 January		February, will be included		
28 January 29 January		in the February payroll	+	+
30 January	January Pay Day	run.		
31 January	January Fay Day			
01 February				
02 February		+	†	₩
03 February	Staff Request Deadline			
04 February	Otan Hoquost Douanne			Once a day from 5pm
05 February	Casual Payments Deadline			
06 February	Support Request & Data Service Deadlines		Tasks completed from 28	
07 February			January up to 5pm on the	П
08 February			supplementary deadline,	T I
09 February			20 February, will be	Ī
10 February	February Payroll Deadline		included in the February	
11 February	February Payroll Deadline		payroll run.	
11 February 12 February	February Payroll Deadline			
11 February 12 February 13 February	February Payroll Deadline			
11 February 12 February 13 February 14 February	February Payroll Deadline			
11 February 12 February 13 February 14 February 15 February	February Payroll Deadline			
11 February 12 February 13 February 14 February 15 February 16 February	February Payroll Deadline			Up to Payroll Run: may
11 February 12 February 13 February 14 February 15 February 16 February 17 February	February Payroll Deadline			Up to Payroll Run: may be run at any time of the
11 February 12 February 13 February 14 February 15 February 16 February 17 February 18 February	February Payroll Deadline			
11 February 12 February 13 February 14 February 15 February 16 February 17 February 18 February 19 February				be run at any time of the
11 February 12 February 13 February 14 February 15 February 16 February 17 February 18 February 19 February 20 February	February Payroll Deadline February Supplementary Payroll Deadline			be run at any time of the
11 February 12 February 13 February 14 February 15 February 16 February 17 February 18 February 19 February 20 February 21 February	February Supplementary Payroll Deadline		payroll run.	be run at any time of the
11 February 12 February 13 February 14 February 15 February 16 February 17 February 18 February 19 February 20 February 21 February 22 February		Tasks completed and		be run at any time of the
11 February 12 February 13 February 14 February 15 February 16 February 17 February 18 February 19 February 20 February 21 February 22 February 23 February	February Supplementary Payroll Deadline	approved from 11	payroll run.	be run at any time of the
11 February 12 February 13 February 14 February 15 February 16 February 17 February 18 February 19 February 20 February 21 February 22 February 23 February 24 February	February Supplementary Payroll Deadline	approved from 11 February until 5pm on the	payroll run.	be run at any time of the
11 February 12 February 13 February 14 February 15 February 17 February 18 February 19 February 20 February 21 February 22 February 23 February 24 February 25 February	February Supplementary Payroll Deadline	approved from 11 February until 5pm on the Payroll Deadline, 10	payroll run.	be run at any time of the
11 February 12 February 13 February 14 February 15 February 16 February 17 February 18 February 19 February 20 February 21 February 22 February 23 February 24 February	February Supplementary Payroll Deadline	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	payroll run.	be run at any time of the
11 February 12 February 13 February 14 February 15 February 17 February 18 February 19 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February	February Supplementary Payroll Deadline February Payroll Run	approved from 11 February until 5pm on the Payroll Deadline, 10	payroll run.	be run at any time of the
11 February 12 February 13 February 14 February 15 February 16 February 17 February 18 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February 27 February	February Supplementary Payroll Deadline February Payroll Run	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	payroll run.	be run at any time of the
11 February 12 February 13 February 14 February 15 February 16 February 17 February 18 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February 27 February 27 February 28 February	February Supplementary Payroll Deadline February Payroll Run	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	payroll run.	be run at any time of the
11 February 12 February 13 February 14 February 15 February 16 February 17 February 19 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February 27 February 27 February 28 February 29 February 01 March 02 March	February Supplementary Payroll Deadline February Payroll Run February Pay Day	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	No User Input Tasks completed from 25 February up to 5pm on	be run at any time of the day
11 February 12 February 13 February 14 February 15 February 16 February 17 February 19 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February 27 February 28 February 29 February 20 March 03 March	February Supplementary Payroll Deadline February Payroll Run	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	No User Input Tasks completed from 25 February up to 5pm on the supplementary	be run at any time of the
11 February 12 February 13 February 14 February 15 February 16 February 17 February 19 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February 27 February 28 February 29 February 01 March 02 March 03 March 04 March	February Supplementary Payroll Deadline February Payroll Run February Pay Day Staff Request Deadline	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	No User Input Tasks completed from 25 February up to 5pm on the supplementary deadline, 23 March, will	be run at any time of the day
11 February 12 February 13 February 14 February 15 February 16 February 17 February 19 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February 27 February 28 February 29 February 20 March 01 March 02 March 03 March 04 March	February Supplementary Payroll Deadline February Payroll Run February Pay Day Staff Request Deadline Casual Payments Deadline	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	No User Input Tasks completed from 25 February up to 5pm on the supplementary deadline, 23 March, will be included in the March	be run at any time of the day
11 February 12 February 13 February 14 February 15 February 16 February 17 February 19 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February 27 February 28 February 29 February 20 March 02 March 03 March 04 March 05 March 06 March	February Supplementary Payroll Deadline February Payroll Run February Pay Day Staff Request Deadline	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	No User Input Tasks completed from 25 February up to 5pm on the supplementary deadline, 23 March, will	be run at any time of the day
11 February 12 February 13 February 14 February 15 February 16 February 17 February 19 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February 27 February 28 February 29 February 20 March 01 March 02 March 04 March 05 March 06 March 07 March	February Supplementary Payroll Deadline February Payroll Run February Pay Day Staff Request Deadline Casual Payments Deadline	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	No User Input Tasks completed from 25 February up to 5pm on the supplementary deadline, 23 March, will be included in the March	be run at any time of the day
11 February 12 February 13 February 14 February 15 February 16 February 17 February 19 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February 27 February 28 February 29 February 20 March 01 March 02 March 04 March 05 March 06 March 07 March 08 March	February Supplementary Payroll Deadline February Payroll Run February Pay Day Staff Request Deadline Casual Payments Deadline	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	No User Input Tasks completed from 25 February up to 5pm on the supplementary deadline, 23 March, will be included in the March	be run at any time of the day
11 February 12 February 13 February 14 February 15 February 16 February 17 February 19 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February 27 February 28 February 29 February 20 March 01 March 02 March 04 March 05 March 06 March 07 March 08 March 09 March	February Supplementary Payroll Deadline February Payroll Run February Pay Day Staff Request Deadline Casual Payments Deadline Support Request & Data Service Deadlines	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	No User Input Tasks completed from 25 February up to 5pm on the supplementary deadline, 23 March, will be included in the March	be run at any time of the day
11 February 12 February 13 February 14 February 15 February 16 February 17 February 19 February 20 February 21 February 22 February 23 February 24 February 25 February 26 February 27 February 28 February 29 February 20 March 01 March 02 March 03 March 04 March 05 March 06 March 07 March 08 March	February Supplementary Payroll Deadline February Payroll Run February Pay Day Staff Request Deadline Casual Payments Deadline	approved from 11 February until 5pm on the Payroll Deadline, 10 March, will be included in	No User Input Tasks completed from 25 February up to 5pm on the supplementary deadline, 23 March, will be included in the March	be run at any time of the day

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