

February 2022 Payroll Cycle

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

