


# January 2019 Payroll Cycle

Date	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll Validation Run
		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only	
17 December	December Payroll Run	Tasks completed and approved by 5pm on the Payroll Deadline, 10 January, will be included in the January payroll run.	No User Input	Up to Payroll Run: may be run at any time of the day
18 December				
19 December			Tasks completed from 19 December up to 5pm on the supplementary deadline, 22 January, will be included in the January payroll run.	Once a day from 5pm
20 December				
21 December	December Pay Day			
22 December				
23 December				
24 December				
25 December	Bank Holiday			
26 December	Bank Holiday			
27 December				
28 December				
29 December				
30 December				
31 December				
01 January	Bank Holiday	Tasks completed and approved from 11 January until 5pm on the Payroll Deadline, 11 February, will be included in the February payroll run.	Up to Payroll Run: may be run at any time of the day	
02 January				
03 January	Staff Request Deadline			
04 January				
05 January				
06 January				
07 January	January Casual Payments Deadline			
08 January	Support Request & Data Service Deadlines			
09 January				
10 January	January Payroll Deadline			
11 January		Tasks completed from 31 January up to 5pm on the supplementary deadline, 20 February, will be included in the February payroll run.	Once a day from 5pm	
12 January				
13 January				
14 January				
15 January				
16 January				
17 January				
18 January				
19 January				
20 January				
21 January				
22 January	January Supplementary Payroll Deadline	No User Input	Up to Payroll Run: may be run at any time of the day	
23 January	January Payroll Run			
24 January				
25 January	<b>Switchover to V26 - No Access during switchover to V26</b>			
26 January				
27 January				
28 January				
29 January				
30 January				
30 January	January Pay Day			
31 January	V26 Golive, Times to be confirmed	Tasks completed and approved from 31 January until 5pm on the Payroll Deadline, 11 February, will be included in the February payroll run.	<div style="text-align: center;">  </div>	Once a day from 5pm
01 February				
02 February				
03 February				
04 February	Staff Request Deadline			
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				

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