

January 2020 Payroll Cycle

Date	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll Validation Run
		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only	
16 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
17 December				
18 December				
19 December				
20 December	December Pay Day			
21 December				
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			
02 January				
03 January	Staff Request Deadline	Tasks completed from 18 December up to 5pm on the supplementary deadline, 23 January, will be included in the January payroll run.	Once a day from 5pm	
04 January				
05 January				
06 January	Casual Payments Deadline			
07 January				
08 January	Support Request & Data Service Deadlines			
09 January				
10 January	January Payroll Deadline			
11 January				
12 January				
13 January				
14 January				
15 January				
16 January				
17 January				
18 January				
19 January				
20 January				
21 January				
22 January				
23 January	January Supplementary Payroll Deadline	Tasks completed and approved from 11 January until 5pm on the Payroll Deadline, 10 February, will be included in the February payroll run.	Up to Payroll Run: may be run at any time of the day	
24 January	January Payroll Run			
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	Tasks completed from 28 January up to 5pm on the supplementary deadline, 20 February, will be included in the February payroll run.	Once a day from 5pm	
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				

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