July 2019 Payroll Cycle

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

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