

June 2019 Payroll Cycle

Date	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll Validation Run					
		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only						
13 May		Tasks completed and approved by 5pm on the Payroll Deadline, 10 June, will be included in the June payroll run.	Tasks completed by 5pm on the Supplementary Payroll Deadline, 22 May, will be included in the May payroll run.	Up to Payroll Run: may be run at any time of the day					
14 May									
15 May									
16 May									
17 May									
18 May									
19 May									
20 May									
21 May									
22 May	May Supplementary Payroll Deadline								
23 May	May Payroll Run	Tasks completed and approved by 5pm on the Payroll Deadline, 10 June, will be included in the June payroll run.	Tasks completed from 1 June up to 5pm on the supplementary deadline, 20 June, will be included in the June payroll run.	Up to Payroll Run: may be run at any time of the day					
24 May					No User Input				
25 May	SWITCHOVER TO V26 - NO ACCESS FROM 1PM ON 24 MAY								
26 May									
27 May									
28 May									
29 May									
30 May					May Pay Day				
31 May									
01 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 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		
02 June									
03 June	Staff Request Deadline								
04 June									
05 June	June Casual Payroll, Support Request & Data Service Deadlines								
06 June									
07 June									
08 June									
09 June									
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 from 25 June up to 5pm on the supplementary deadline, 23 July, will be included in the July 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	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 from 25 June up to 5pm on the supplementary deadline, 23 July, will be included in the July payroll run.	Up to Payroll Run: may be run at any time of the day					
22 June					No User Input				
23 June									
24 June									
25 June									
26 June									
27 June	June Pay Day								
28 June									
29 June									
30 June									
01 July		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 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					
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									

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