June 2021 Payroll Cycle

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