

## March 2019 Payroll Cycle

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

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