

## March 2020 Payroll Cycle

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