

## March 2021 Payroll Cycle

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

