

## May 2019 Payroll Cycle

Date	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll Validation Run
		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only	
15 April		Tasks completed and approved by 5pm on the Payroll Deadline, 10 May, will be included in the May payroll run.	Tasks completed by 5pm on the Supplementary Payroll Deadline, 18 April, will be included in the April payroll run.	Up to Payroll Run: may be run at any time of the day
16 April				
17 April				
18 April	April Supplementary Payroll Deadline			
19 April	April Payroll Run (including Bank Holidays)		No User Input	
20 April				
21 April				
22 April				
23 April				
24 April				
25 April		Tasks completed from 25 April up to 5pm on the supplementary deadline, 22 May, will be included in the May payroll run.	Once a day from 5pm	
26 April				
27 April				
28 April				
29 April	April Pay Day			
30 April				
01 May				
02 May	Staff Request Deadline			
03 May	May Casual Payments Deadline			
04 May				
05 May				
06 May	Bank Holiday			
07 May		Tasks completed and approved from 11 May until 5pm on the Payroll Deadline, 10 June, will be included in the June payroll run.	Up to Payroll Run: may be run at any time of the day	
08 May	Support Request & Data Service Deadlines			
09 May				
10 May	May Payroll Deadline			
11 May				
12 May				
13 May				
14 May				
15 May				
16 May				
17 May				
18 May				
19 May				
20 May				
21 May				
22 May	May Supplementary Payroll Deadline	No User Input		
23 May	May Payroll Run			
24 May		<b>SWITCHOVER TO V26 - NO ACCESS FROM 1PM ON 24 MAY</b>		
25 May				
26 May				
27 May				
28 May				
29 May				
30 May	May Pay Day			
31 May				
01 June		Tasks completed and approved from 11 May until 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.	Once a day from 5pm
02 June				
03 June	Staff Request Deadline			
04 June				
05 June				
06 June	Support Request, Data Service & June Casual Payments Deadlines			
07 June				
08 June				
09 June				
10 June	June Payroll Deadline			
11 June				

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