

May 2020 Payroll Cycle

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