


## November 2018 Payroll Cycle

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

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