November 2020 Payroll Cycle

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

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