

October 2020 Payroll Cycle

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

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