October 2021 Payroll Cycle

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