

## September 2019 Payroll Cycle

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

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