

## September 2020 Payroll Cycle

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

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