

September 2021 Payroll Cycle

Date	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll Validation Run
		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only	
09 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, 20 August, will be included in the August payroll run.	Up to Payroll Run: may be run at any time of the day
10 August	August Payroll Deadline			
11 August				
12 August				
13 August				
14 August				
15 August				
16 August				
17 August				
18 August				
19 August				
20 August	August Supplementary Payroll Deadline			
21 August				
22 August				
23 August	August Payroll Run			
24 August				
25 August				
26 August				
27 August	August Pay Day			
28 August				
29 August				
30 August	Bank Holiday			
31 August				
01 September				
02 September				
03 September	Staff Request Deadline			
04 September				
05 September				
06 September	September Casual Payments Deadline			
07 September				
08 September	Support Request & Data Service Deadlines			
09 September				
10 September	September Payroll Deadline			
11 September				
12 September				
13 September				
14 September				
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			
24 September				
25 September				
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			



