

February 2021 Payroll Cycle

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

