## September 2021 Payroll Cycle

	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll
Date		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only	Validation Run
09 August				
10 August	August Payroll Deadline			
11 August	,			
12 August				
13 August				
14 August			Tasks completed by 5pm	
15 August			on the Supplementary	Up to Payroll Run: may
16 August			Payroll Deadline, 20	be run at any time of the
17 August			August, will be included in the August payroll run.	day
18 August			the August payron run.	
19 August				
20 August	August Supplementary Payroll Deadline			
21 August				
22 August		Tasks completed and		
23 August	August Payroll Run	approved by 5pm on	No Hoor Input	
24 August	August Fayioli Kuli	the Payroll Deadline,	No User Input	
25 August		10 September, will be		
26 August		included in the		
27 August	August Pay Day	September payroll		
28 August		run.		
29 August				
30 August	Bank Holiday			
31 August				
01 September				
02 September				Once a day from 5pm
03 September	Staff Request Deadline			
04 September			_	_
05 September			Tasks completed from 25	
06 September	September Casual Payments Deadline		August up to 5pm on the	
07 September			supplementary deadline,	
	Support Request & Data Service Deadlines		22 September, will be	
09 September	0 1 1 2 112 11		included in the	
10 September	September Payroll Deadline		September payroll run.	
11 September		-	+ ' ' ' +	-
12 September		-	+	
13 September			-	
14 September 15 September			-	
16 September		-	+	
		-	+	Up to Payroll Run: may
17 September		-		be run at any time of the
18 September			+	day
19 September 20 September				·
21 September				
	September Supplementary Payroll Deadline	Tasks completed and		
23 September		approved from 11		
24 September	September Payroll Run	September until 5pm	No User Input	
25 September		on the Payroll	Tasks completed from 27	
26 September		Deadline, 08 October, will be included in the	September up to 5pm on	
27 September			the supplementary	
28 September		October payroll run.	deadline, 21 October, will	
29 September	September Pay Day		be included in the	
30 September			October payroll run.	
01 October	Staff Request Deadline		, , ,	On an a day (
02 October				Once a day from 5pm
03 October				
04 October				
05 October	October Casual Payments Deadline			
06 October S	Support Request & Data Service Deadlines			
07 October				
08 October	October Payroll Deadline			