

## July 2016 Payroll Cycle

Date	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll Validation Run
		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only	
13 June		Tasks completed and approved by close of business on the Payroll Deadline, 11 July, will be included in the July payroll run.	Tasks completed by 6:00 pm on the Supplementary Payroll Deadline, 22 June, will be included in the June payroll run.	Up to Payroll Run: may be run at any time of the day
14 June				
15 June				
16 June				
17 June				
18 June				
19 June			No User Input	
20 June				
21 June				
22 June	June Supplementary Payroll Deadline			
23 June	June Payroll Run			
24 June				
25 June				
26 June				
27 June			Tasks completed from 27 June up to 6:00 pm on the supplementary deadline, 21 July, will be included in the July payroll run.	Once a day from 5pm
28 June				
29 June	June Pay Day			
30 June				
01 July				
02 July				
03 July			Tasks completed and approved from 12 July until close of business on the Payroll Deadline, 10 August, will be included in the August payroll run.	None on Payroll Deadline
04 July	Staff Request Deadline			
05 July	July Casual Payments Deadline			
06 July				
07 July	Support Request & Data Service Deadlines			
08 July				
09 July				
10 July				
11 July	July Payroll Deadline			
12 July		No User Input		
13 July				
14 July				
15 July				
16 July				
17 July				
18 July		Tasks completed from 26 July up to 6:00 pm on the supplementary deadline, 22 August, will be included in the August payroll run.	Once a day from 5pm	
19 July				
20 July				
21 July	July Supplementary Payroll Deadline			
22 July	July Payroll Run			
23 July				
24 July				
25 July				
26 July		Tasks completed from 26 July up to 6:00 pm on the supplementary deadline, 22 August, will be included in the August payroll run.	None on Payroll Deadline	
27 July				
28 July	July Pay Day			
29 July				
30 July				
31 July				
01 August				
02 August				
03 August	Staff Request Deadline			
04 August				
05 August	August Casual Payments Deadline			
06 August				
07 August				
08 August	Support Request & Data Service Deadlines			
09 August				
10 August	August Payroll Deadline			

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