

June 2017 Payroll Cycle

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

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