

April 2014 Payroll Cycle

Date	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll Validation Run
		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only	
10 March		Tasks completed and approved by close of business on the Payroll Deadline, 07 April, will be included in the April payroll run.	Tasks completed by 6:00 pm on the Supplementary Payroll Deadline, 21 March, will be included in the March payroll run.	Up to 17 March: twice a day, 8-9am & 12-1pm
11 March				
12 March				
13 March				
14 March				
15 March				
16 March				
17 March				
18 March				
19 March				
20 March				
21 March	March Supplementary Payroll Deadline			
22 March				
23 March				
24 March				
25 March	March Payroll Run			
26 March				
27 March				
28 March	March Pay Day			
29 March				
30 March				
31 March	Staff Request Deadline			
01 April				
02 April				
03 April	Support Request & Data Service Deadlines			
04 April	April Casual Payments Deadline			
05 April				
06 April				
07 April	April Payroll Deadline			
08 April				
09 April				
10 April				
11 April				
12 April				
13 April				
14 April				
15 April				
16 April				
17 April				
18 April	Bank Holiday			
19 April				
20 April				
21 April	Bank Holiday			
22 April	April Supplementary Payroll Deadline			
23 April				
24 April	April Payroll Run			
25 April				
26 April				
27 April				
28 April				
29 April	April Pay Day			
30 April				
01 May	May Staff Request & Casual Payments Deadlines			
02 May				
03 May				
04 May				
05 May	Bank Holiday			
06 May				
07 May	Support Request & Data Service Deadlines			
08 May				
09 May	May Payroll Deadline			

