CY 2013P-CARD SCHEDULED PAY CYCLE

The following represents the actual dates of action associated with the P-Card payments. Such as when the p-card download to PeopleSoft will occur each month, the date agencies can begin preparing their p-card vouchers, and the submission deadline for the vouchers received at OMES each month.

Last day of cycle	Beginning Date to Generate Statement in Works	By **1:00 PM** Works Editing Due	Beginning Date to Build and Process Voucher	By 3:00 pm Deadline to Forward Voucher/Batch Slip/Invoice to OMES	OMES Runs "PC" Pay Group
31-Jul	1-Aug	5-Aug	6-Aug	9-Aug	12-Aug
30-Aug	1-Sep	5-Sep	6-Sep	10-Sep	11-Sep
30-Sep	1-Oct	3-Oct	4-Oct	9-Oct	10-Oct
31-Oct	1-Nov	5-Nov	6-Nov	8-Nov	12-Nov
29-Nov	1-Dec	4-Dec	5-Dec	10-Dec	11-Dec
31-Dec	2-Jan-14	6-Jan-14	7-Jan-14	9-Jan-14	10-Jan-14