

P-CARD SCHEDULED PAY CYCLE

The following represents the actual dates of action associated with the P-Card payments. Such as the deadline for Works editing, 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.

Voucher Payment Month	Deadline for Works Editing/AO Adjust 5 p.m.	Reserved for Recon and Download	Voucher Build Available	Voucher Submission Deadline	OMES Runs "PC" Pay Group
Jan 2014	6		7	9	10
Feb	5		6	11	12
Mar (Revised)	5	6	7	12	13
Apr (Revised)	3	4	7	10	11
May (Revised)	5	6	7	12	13
Jun (Revised)	4	5	6	11	12
Jul (Revised)	3	7	8	10	11
Aug (Revised)	5	6	7	12	13
Sep (Revised)	4	5	8	10	11
Oct (Revised)	3	6	7	10	13
Nov (Revised)	5	6	7	12	13
Dec (Revised)	3	4	5	10	11
Jan 2015 (Revised)	6	7	8	12	13