

CY 2013  
P-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.

preparing their p-card vouchers, and the each month.	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
Jan 31	Feb 1	Feb 5	Feb 6	Feb 8	Feb 11
Feb 28	March 1	March 5	March 7	March 12	March 13
Mar 30	April 1	Apr 3	Apr 4	Apr 8	Apr 9
Apr 30	May 1	May 6	May 7	May 9	May 10
May 31	June 1	June 5	June 6	June 10	June 11
June 29	July 1	July 5	July 8	July 10	July 11
July 31	Aug 1	Aug 6	Aug 7	Aug 9	Aug 12
Aug 31	Sept 1	Sept 5	Sept 6	Sept 10	Sept 11
Sept 29	Oct 1	Oct 3	Oct 4	Oct 8	Oct 9
Oct 31	Nov 1	Nov 5	Nov 6	Nov 8	Nov 11
Nov 30	Dec 1	Dec 4	Dec 6	Dec 9	Dec 10
Dec 31	Jan 2, 2014	Jan 7, 2014	Jan 8, 2014	Jan 10, 2014	Jan 13, 2014