

# 2016 Invoicing Schedule

Updated 11/13/2015

## January

Cycle 00 **Jan 15**  
Cycle 01 **Jan 22**  
Cycle 02 **Jan 26**  
Cycle 03 **Jan 29**

## February

Cycle 00 **Feb 12**  
Cycle 01 **Feb 23**  
Cycle 02 **Feb 26**  
Cycle 03 **Feb 29**

## March

Cycle 00 **Mar 15**  
Cycle 01 **Mar 23**  
Cycle 02 **Mar 28**  
Cycle 03 **Mar 31**

## April

Cycle 00 **Apr 15**  
Cycle 01 **Apr 22**  
Cycle 02 **Apr 26**  
Cycle 03 **Apr 29**

## May

Cycle 00 **May 13**  
Cycle 01 **May 23**  
Cycle 02 **May 26**  
Cycle 03 **May 31**

## June

Cycle 00 **Jun 15**  
Cycle 01 **Jun 23**  
Cycle 02 **Jun 27**  
Cycle 03 **Jun 30**

## July

Cycle 00 **Jul 15**  
Cycle 01 **Jul 22**  
Cycle 02 **Jul 26**  
Cycle 03 **Jul 29**

## August

Cycle 00 **Aug 15**  
Cycle 01 **Aug 23**  
Cycle 02 **Aug 26**  
Cycle 03 **Aug 31**

## September

Cycle 00 **Sep 15**  
Cycle 01 **Sep 23**  
Cycle 02 **Sep 26**  
Cycle 03 **Sep 30**

## October

Cycle 00 **Oct 14**  
Cycle 01 **Oct 21**  
Cycle 02 **Oct 26**  
Cycle 03 **Oct 31**

## November

Cycle 00 **Nov 15**  
Cycle 01 **Nov 23**  
Cycle 02 **Nov 28**  
Cycle 03 **Nov 30**

## December

Cycle 00 **Dec 15**  
Cycle 01 **Dec 23**  
Cycle 02 **Dec 27**  
Cycle 03 **Dec 30**

Cycle 00 = M0C71111 – approx 15<sup>th</sup> of the month – adjust backward if on holiday or weekend

Cycle 01 = Invoicing Cycle 1 (M1A71111 – approx 23<sup>rd</sup> of the month, adjust if on holiday or weekend – must run after payroll day 4 completes (Gap 34 runs on payroll day 4 which feeds the State Share and Insurance Reconciliation processes that run the same days as Invoicing Cycle 1))

Cycle 02 = Invoicing Cycle 2 (M2A71111 – approx 26<sup>th</sup> of the month – adjust if on holiday or weekend)

Cycle 03 = Invoicing Cycle 3 (M3A71111 – last work day of the month – adjust if on holiday or weekend)

Note: Check the job instructions for M1A, M2A, M3A71111 for more information on the timing of these jobs as they relate to payroll runs.