

2021 Invoicing Schedule

Updated 11/16/2020

January

Cycle 00 **Jan 15**
Cycle 01 **Jan 22**
Cycle 02 **Jan 26**
Cycle 03 **Jan 29**
Cycle 04 **Jan 15**

February

Cycle 00 **Feb 12**
Cycle 01 **Feb 23**
Cycle 02 **Feb 25**
Cycle 03 **Feb 26**
Cycle 04 **Feb 12**

March

Cycle 00 **Mar 15**
Cycle 01 **Mar 23**
Cycle 02 **Mar 26**
Cycle 03 **Mar 31**
Cycle 04 **Mar 15**

April

Cycle 00 **Apr 15**
Cycle 01 **Apr 23**
Cycle 02 **Apr 26**
Cycle 03 **Apr 30**
Cycle 04 **Apr 15**

May

Cycle 00 **May 14**
Cycle 01 **May 21**
Cycle 02 **May 26**
Cycle 03 **May 28**
Cycle 04 **May 14**

June

Cycle 00 **Jun 15**
Cycle 01 **Jun 23**
Cycle 02 **Jun 28**
Cycle 03 **Jun 30**
Cycle 04 **Jun 15**

July

Cycle 00 **Jul 15**
Cycle 01 **Jul 23**
Cycle 02 **Jul 26**
Cycle 03 **Jul 30**
Cycle 04 **Jul 15**

August

Cycle 00 **Aug 13**
Cycle 01 **Aug 23**
Cycle 02 **Aug 26**
Cycle 03 **Aug 31**
Cycle 04 **Aug 13**

September

Cycle 00 **Sep 15**
Cycle 01 **Sep 23**
Cycle 02 **Sep 27**
Cycle 03 **Sep 30**
Cycle 04 **Sep 15**

October

Cycle 00 **Oct 15**
Cycle 01 **Oct 22**
Cycle 02 **Oct 26**
Cycle 03 **Oct 29**
Cycle 04 **Oct 15**

November

Cycle 00 **Nov 15**
Cycle 01 **Nov 23**
Cycle 02 **Nov 29**
Cycle 03 **Nov 30**
Cycle 04 **Nov 15**

December

Cycle 00 **Dec 15**
Cycle 01 **Dec 23**
Cycle 02 **Dec 27**
Cycle 03 **Dec 31**
Cycle 04 **Dec 15**

Cycle 00 = M0C71111 – approx 15th of the month – adjust backward if on holiday or weekend
Cycle 01 = Invoicing Cycle 1 (PEBB - M1A71111 – approx 23rd 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 (PEBB - M2A71111 – approx 26th of the month – adjust if on holiday or weekend)
Cycle 03 = Invoicing Cycle 3 (PEBB - M3A71111 – last work day of the month – adjust if on holiday or weekend)
Cycle 04 = Invoicing Cycle 4 (**SEBB** - M4A71111 – approx. 15th of the month – adjust backward 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.