

Invoice Period -Date Range for Workers Approved Time & Expense Sheets		Invoice Period Reference Number	IT Services Contracted Personnel Submit Timesheets*	State Agency Validate and Approve Submitted Timesheets**	Invoice Delivered to State (Comsys emails invoices to State Agencies)***	Accounts Payable State Payment Due to TAPFIN (paper check sent via U.S. Postal mail)****	Payments Due to Vendors (payment made ACH) Vendor paid when TAPFIN receives payment from State*****
23-Dec-18 30-Dec-18	to 29-Dec-18 5-Jan-19	1A	31-Dec-18 7-Jan-19	1-Jan-19 8-Jan-19	10-Jan-19	1-Feb-19	12-Feb-19
6-Jan-19 13-Jan-19	to 12-Jan-19 19-Jan-19	2B	14-Jan-19 21-Jan-19	15-Jan-19 22-Jan-19	24-Jan-19	15-Feb-19	26-Feb-19
20-Jan-19 27-Jan-19	to 26-Jan-19 2-Feb-19	3A	28-Jan-19 4-Feb-19	29-Jan-19 5-Feb-19	7-Feb-19	1-Mar-19	12-Mar-19
3-Feb-19 10-Feb-19	to 9-Feb-19 16-Feb-19	4B	11-Feb-19 18-Feb-19	12-Feb-19 19-Feb-19	21-Feb-19	15-Mar-19	26-Mar-19
17-Feb-19 24-Feb-19	to 23-Feb-19 2-Mar-19	5A	25-Feb-19 4-Mar-19	26-Feb-19 5-Mar-19	7-Mar-19	29-Mar-19	9-Apr-19
3-Mar-19 10-Mar-19	to 9-Mar-19 16-Mar-19	6B	11-Mar-19 18-Mar-19	12-Mar-19 19-Mar-19	21-Mar-19	12-Apr-19	23-Apr-19
17-Mar-19 24-Mar-19	to 23-Mar-19 30-Mar-19	7A	25-Mar-19 1-Apr-19	26-Mar-19 2-Apr-19	4-Apr-19	26-Apr-19	7-May-19
31-Mar-19 7-Apr-19	to 6-Apr-19 13-Apr-19	8B	8-Apr-19 15-Apr-19	9-Apr-19 16-Apr-19	18-Apr-19	10-May-19	21-May-19
14-Apr-19 21-Apr-19	to 20-Apr-19 27-Apr-19	9A	22-Apr-19 29-Apr-19	23-Apr-19 30-Apr-19	2-May-19	24-May-19	4-Jun-19
28-Apr-19 5-May-19	to 4-May-19 11-May-19	10B	6-May-19 13-May-19	7-May-19 14-May-19	16-May-19	7-Jun-19	18-Jun-19
12-May-19 19-May-19	to 18-May-19 25-May-19	11A	20-May-19 27-May-19	21-May-19 28-May-19	30-May-19	21-Jun-19	2-Jul-19
26-May-19 2-Jun-19	to 1-Jun-19 8-Jun-19	12B	3-Jun-19 10-Jun-19	4-Jun-19 11-Jun-19	13-Jun-19	5-Jul-19	16-Jul-19
9-Jun-19 16-Jun-19	to 15-Jun-19 22-Jun-19	13A	17-Jun-19 24-Jun-19	18-Jun-19 25-Jun-19	27-Jun-19	19-Jul-19	30-Jul-19
23-Jun-19 30-Jun-19	to 29-Jun-19 6-Jul-19	14B	1-Jul-19 8-Jul-19	2-Jul-19 9-Jul-19	11-Jul-19	2-Aug-19	13-Aug-19
7-Jul-19 14-Jul-19	to 13-Jul-19 20-Jul-19	15A	15-Jul-19 22-Jul-19	16-Jul-19 23-Jul-19	25-Jul-19	16-Aug-19	27-Aug-19
21-Jul-19 28-Jul-19	to 27-Jul-19 3-Aug-19	16B	29-Jul-19 5-Aug-19	30-Jul-19 6-Aug-19	8-Aug-19	30-Aug-19	10-Sep-19
4-Aug-19 11-Aug-19	to 10-Aug-19 17-Aug-19	17A	12-Aug-19 19-Aug-19	13-Aug-19 20-Aug-19	22-Aug-19	13-Sep-19	24-Sep-19
18-Aug-19 25-Aug-19	to 24-Aug-19 31-Aug-19	18B	26-Aug-19 2-Sep-19	27-Aug-19 3-Sep-19	5-Sep-19	27-Sep-19	8-Oct-19
1-Sep-19 8-Sep-19	to 7-Sep-19 14-Sep-19	19A	9-Sep-19 16-Sep-19	10-Sep-19 17-Sep-19	19-Sep-19	11-Oct-19	22-Oct-19
15-Sep-19 22-Sep-19	to 21-Sep-19 28-Sep-19	20B	23-Sep-19 30-Sep-19	24-Sep-19 1-Oct-19	3-Oct-19	25-Oct-19	5-Nov-19
29-Sep-19 6-Oct-19	to 5-Oct-19 12-Oct-19	21A	7-Oct-19 14-Oct-19	8-Oct-19 15-Oct-19	17-Oct-19	8-Nov-19	19-Nov-19
13-Oct-19 20-Oct-19	to 19-Oct-19 26-Oct-19	22B	21-Oct-19 28-Oct-19	22-Oct-19 29-Oct-19	31-Oct-19	22-Nov-19	3-Dec-19
27-Oct-19 3-Nov-19	to 2-Nov-19 9-Nov-19	23A	4-Nov-19 11-Nov-19	5-Nov-19 12-Nov-19	14-Nov-19	6-Dec-19	17-Dec-19
10-Nov-19 17-Nov-19	to 16-Nov-19 23-Nov-19	24B	18-Nov-19 25-Nov-19	19-Nov-19 26-Nov-19	28-Nov-19	20-Dec-19	1-Jan-20
24-Nov-19 1-Dec-19	to 30-Nov-19 7-Dec-19	25A	2-Dec-19 9-Dec-19	3-Dec-19 10-Dec-19	12-Dec-19	3-Jan-20	14-Jan-20
8-Dec-19 15-Dec-19	to 14-Dec-19 21-Dec-19	26B	16-Dec-19 23-Dec-19	17-Dec-19 24-Dec-19	26-Dec-19	17-Jan-20	28-Jan-20

Schedule is subject to change due to Holidays or unforeseen circumstances.

* IT Services Contracted Personnel, must submit timesheets by Noon, in order for IT Services Suppliers to receive payment per the schedule

** State Agency Approvers, must approve timesheets by Noon, in order for IT Services Suppliers to receive payment per the schedule

*** TAPFIN, must invoice State Agencies, in order for IT Services Suppliers to receive payment per the schedule

**** State of Wisconsin's Accounts Payable departments, must pay invoices within 20 days in order for IT Services Suppliers to receive payment per schedule

***** TAPFIN upon receipt of payment, must pay IT Services Suppliers within 10 days

Notes

For dates that fall on on the weekend, payments will be made on the previous business date

For timesheet approval dates that fall on a holiday, approve timesheets before the holiday