

Payment Cycle Number	Payment Period Start Date	Payment Period End Date	Timesheet approval date (must be approved in the VMS by the client by noon on this date to process in this payment cycle)	Workday Invoice Date	Net 15 Payment Date	Net 30 Payment Date
1	1/1/2020	1/31/2020	2/12/2020	2/1/2020	2/16/2020	3/2/2020
2	2/1/2020	2/29/2020	3/11/2020	3/1/2020	3/16/2020	3/31/2020
3	3/1/2020	3/31/2020	4/13/2020	4/1/2020	4/16/2020	5/1/2020
4	4/1/2020	4/30/2020	5/13/2020	5/1/2020	5/16/2020	5/31/2020
5	5/1/2020	5/31/2020	6/11/2020	6/1/2020	6/16/2020	7/1/2020

*** Suppliers DO NOT submit invoices to CAI. Payments will be made automatically based on approved time and payment schedule. If a timesheet is not approved by the date on the schedule, it will be paid in the next payment cycle based on when the time was approved.**