

GEARS PROCESSING AND PAYMENT TABLE

Expense Report Month	Due Date	Processing Date	Pay Date
Report expenses for the listed month If/as needed, reports for prior months may also be submitted	Reports are due by 11:59pm of the listed date	Reports process in GEARS on This date will be populated after job completes Use to retrieve the related 603/620 reports	1 st banking day of the month Use to retrieve the related Payment Report
May 2023	6/15/2023	2023-06-23	2023-07-03
June 2023	*7/15/2023	2023-07-XX	2023-08-01
July 2023	8/15/2023	2023-08-XX	2023-09-01
August 2023	9/15/2023	2023-09-XX	2023-10-02
September 2023	*10/15/2023	2023-10-XX	2023-11-01
October 2023	11/15/2023	2023-11-XX	2023-12-01
November 2023	12/15/2023	2023-12-XX	2024-01-02
December 2023	1/15/2024	2024-01-XX	2024-02-01
January 2024	2/15/2024	2024-02-XX	2024-03-01
February 2024	3/15/2024	2024-03-XX	2024-04-01
February 2024	**3/30/2024	2024-04-XX	2024-05-01
March 2024	4/15/2024	2024-04-XX	2024-05-01
April 2024	5/15/2024	2024-05-XX	2024-06-03
May 2024	6/15/2024	2024-06-XX	2024-07-01

*Due date on a non-business day

** Early Closeout DLTC

Additional information

- Agencies are encouraged to check their contract for profile closeout period and final report due date
- This schedule will be updated monthly with the date reports process in GEARS. GEARS reports will be available on-line shortly thereafter