

January 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 31	January 1	2	3	4	5	6
	Holiday	Load Payroll Overnight	AP received by 5:00	Last Day JV's @ noon	End of week check run (Priority 99) Run STACAP overnight	
7	8	9	10	11	12	13
	Post Profit Transfer Close Period #6	Load Payroll Overnight EOM reports in FORTIS	AP received by 5:00		End of week check run (Priority 99)	
14	15	16	17	18	19	20
	Holiday	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
21	22	23	24	25	26	27
		Load Payroll Overnight	AP received by 5:00 DEP finance charge job		End of week check run (Priority 99)	
28	29	30	31	February 1	2	3
		Load Payroll Overnight				

February 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 28	29	30	31	February 1	2	3
					End of week check run (Priority 99)	
4	5	6	7	8	9	10
	Last Day JV's @ noon Run STACAP overnight	Load Payroll Overnight Post Profit Transfer Close Period #7	AP received by 5:00 EOM reports in FORTIS		End of week check run (Priority 99)	
11	12	13	14	15	16	17
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
18	19	20	21	22	23	24
	Holiday	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
25	26	27	28	March 1	2	3
	DEP finance charge job	Load Payroll Overnight	AP received by 5:00			

March 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 25	26	27	28	March 1	2	3
					End of week check run (Priority 99)	
4	5	6	7	8	9	10
	Last Day JV's @ noon Run STACAP overnight	Load Payroll Overnight Post Profit Transfer Close Period #8	AP received by 5:00 EOM reports in FORTIS		End of week check run (Priority 99)	
11	12	13	14	15	16	17
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
18	19	20	21	22	23	24
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
25	26	27	28	29	30	31
	DEP finance charge job	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	

April 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 1	2	3	4	5	6	7
		Load Payroll Overnight	AP received by 5:00 Last Day JV's @ noon Run STACAP overnight		End of week check run (Priority 99) Post Profit Transfer Close Period #9	
8	9	10	11	12	13	14
	EOM reports in FORTIS	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
15	16	17	18	19	20	21
	Holiday	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
22	23	24	25	26	27	28
		Load Payroll Overnight	AP received by 5:00 DEP Finance charge job		End of week check run (Priority 99)	
29	30	May 1	2	3	4	5

May 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 29	30	May 1	2	3	4	5
		Load Payroll Overnight	AP received by 5:00	Last Day JV's @ noon Run STACAP overnight	End of week check run (Priority 99) Post Profit Transfer Close Period #10	
6	7	8	9	10	11	12
	EOM reports in FORTIS	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
13	14	15	16	17	18	19
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
20	21	22	23	24	25	26
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
27	28	29	30	31	June 1	2
	Holiday	Load Payroll Overnight DEP Finance charge job	AP received by 5:00			

June 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 27	28	29	30	31	June 1	2
					End of week check run (Priority 99)	
3	4	5	6	7	8	9
		Load Payroll Overnight Last Day JV's @ noon Run STACAP overnight	AP received by 5:00 Post Profit Transfer Close Period #11	EOM reports in FORTIS	End of week check run (Priority 99)	
10	11	12	13	14	15	16
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
17	18	19	20	21	22	23
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
24	25	26	27	28	29	30
	DEP Finance charge job	Load Payroll Overnight	AP received by 12:00		End of week check run (Priority 99)	

July 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 1	2	3	4	5	6	7
		Load Payroll Overnight AP received by 5:00	Holiday	Last Day JV's @ noon Run STACAP overnight	End of week check run (Priority 99) Post Profit Transfer Close Period #12	
8	9	10	11	12	13	14
	EOM reports in FORTIS	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
15	16	17	18	19	20	21
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
22	23	24	25	26	27	28
		Load Payroll Overnight	AP received by 5:00 DEP Finance charge job		End of week check run (Priority 99)	
29	30	31	August 1	2	3	4
		Load Payroll Overnight				

August 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 29	30	31	August 1	2	3	4
			AP received by 5:00		End of week check run (Priority 99) Last Day JV's @ noon Run STACAP overnight	
5	6	7	8	9	10	11
	Post Profit Transfer Close Period #1	Load Payroll Overnight EOM reports in FORTIS	AP received by 5:00		End of week check run (Priority 99)	
12	13	14	15	16	17	18
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
19	20	21	22	23	24	25
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
26	27	28	29	30	31	September 1
	DEP Finance charge job	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	

September 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 26	27	28	29	30	31	September 1
2	3	4	5	6	7	8
	Holiday	Load Payroll Overnight	AP received by 5:00	Last Day JV's @ noon Run STACAP overnight	End of week check run (Priority 99) Post Profit Transfer Close Period #2	
9	10	11	12	13	14	15
	EOM reports in FORTIS	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
16	17	18	19	20	21	22
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
23	24	25	26	27	28	29
		Load Payroll Overnight DEP Finance charge job	AP received by 5:00		End of week check run (Priority 99)	
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October 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 30	October 1	2	3	4	5	6
		Load Payroll Overnight	AP received by 5:00 Last Day JV's @ noon Run STACAP overnight		End of week check run (Priority 99) Post Profit Transfer Close Period #3	
7	8	9	10	11	12	13
	Holiday	Load Payroll Overnight EOM reports in FORTIS	AP received by 5:00		End of week check run (Priority 99)	
14	15	16	17	18	19	20
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
21	22	23	24	25	26	27
		Load Payroll Overnight	AP received by 5:00 DEP Finance charge job		End of week check run (Priority 99)	
28	29	30	31	November 1	2	3
		Load Payroll Overnight	AP received by 5:00			

November 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 28	29	30	31	November 1	2	3
					End of week check run (Priority 99)	
4	5	6	7	8	9	10
	Last Day JV's @ noon Run STACAP overnight	Load Payroll Overnight Post Profit Transfer Close Period #4	AP received by 5:00 EOM reports in FORTIS		End of week check run (Priority 99)	
11	12	13	14	15	16	17
	Holiday	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
18	19	20	21	22	23	24
	AP received by 5:00	Load Payroll Overnight	End of week check run (Priority 99)	Holiday	Holiday	
25	26	27	28	29	30	December 1
	DEP Finance charge job	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	

December 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 25	26	27	28	29	30	December 1
2	3	4	5	6	7	8
		Load Payroll Overnight	AP received by 5:00 Last Day JV's @ noon Run STACAP overnight		End of week check run (Priority 99) Post Profit Transfer Close Period #5	
9	10	11	12	13	14	15
	EOM reports in FORTIS	Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
16	17	18	19	20	21	22
		Load Payroll Overnight	AP received by 5:00		End of week check run (Priority 99)	
23	24	25	26	27	28	29
		Holiday	AP received by 5:00 DEP Finance charge job		End of week check run (Priority 99)	
30	31					