

January 19

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

February 19

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

March 19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 24	25	26	27	28	March 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 4:00 Post Profit Transfer Close Period #8	EOM reports in FORTIS	End of week check run (Priority 99)	
10	11	12	13	14	15	16
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
17	18	19	20	21	22	23
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
24	25	26	27	28	29	30
	DEP finance charge job	Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
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April 19

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

May 19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 28	29	30	May 1	2	3	4
		Load Payroll Overnight	AP received by 4:00		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 #10	Load Payroll Overnight EOM reports in FORTIS	AP received by 4:00		End of week check run (Priority 99)	
12	13	14	15	16	17	18
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
19	20	21	22	23	24	25
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
26	27	28	29	30	31	June 1
	Holiday	Load Payroll Overnight DEP Finance charge job	AP received by 4:00			

June 19

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

July 19

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

August 19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 28	29	30	31	August 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 #1	AP received by 4:00 EOM reports in FORTIS		End of week check run (Priority 99)	
11	12	13	14	15	16	17
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
18	19	20	21	22	23	24
		Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
25	26	27	28	29	30	31
	DEP Finance charge job	Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	

September 19

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

October 19

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

November 19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 27	28	29	30	31	November 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 4:00 Post Profit Transfer Close Period #4	EOM reports in FORTIS	End of week check run (Priority 99)	
10	11	12	13	14	15	16
	Holiday	Load Payroll Overnight	AP received by 4:00		End of week check run (Priority 99)	
17	18	19	20	21	22	23
		Load Payroll Overnight	AP received by 4:00 End of week check run (Priority 99)		End of week check run (Priority 99)	
24	25	26	27	28	29	30
	AP received by 4:00 DEP Finance charge job	Load Payroll Overnight	End of week check run (Priority 99)	Holiday	Holiday	

December 19

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