# January 20

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

# February 20

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

# March 20

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| March 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  | Last Day JV's @ noon<br><br>Run STACAP overnight | Post Profit Transfer<br><br>Close Period #8 | End of week check run (Priority 99)<br><br>EOM reports in FORTIS |  |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  | 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<br><br>DEP finance charge job |  | End of week check run (Priority 99) |  |
| 29 | 30 | 31 | April 1 | 2 | 3 | 4 |
|  |  | Load Payroll Overnight | AP received by 4:00 |  | End of week check run (Priority 99) |  |

# April 20

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

# May 20

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

# June 20

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| May 31 | June 1 | 2 | 3 | 4 | 5 | 6 |
|  |  | Load Payroll Overnight | AP received by 4:00<br><br>Last Day JV's @ noon<br><br>Run STACAP overnight | Post Profit Transfer<br><br>Close Period #11 | End of week check run (Priority 99)<br><br>EOM reports in FORTIS |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  |  | 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<br><br>DEP Finance charge job |  | End of week check run (Priority 99) |  |
| 28 | 29 | 30 | July 1 | 2 | 3 | 4 |
|  |  | Load Payroll Overnight<br><br>AP received by 4:00 |  |  |  |  |

# July 20

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| June 28 | 29 | 30 | July 1 | 2 | 3 | 4 |
| | | Load Payroll Overnight | | End of week check run (Priority 99) | Holiday | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | Last Day JV's @ noon<br><br>Run STACAP overnight | Load Payroll Overnight<br><br>Post Profit Transfer<br><br>Close Period #12 | AP received by 4:00<br><br>EOM reports in FORTIS | | 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 | August 1 |
| | DEP Finance charge job | Load Payroll Overnight | AP received by 4:00 | | | |

# August 20

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

# September 20

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

# October 20

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

# November 20

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| November 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | Load Payroll Overnight | Last Day JV's @ noon<br><br>Run STACAP overnight | Post Profit Transfer<br><br>Close Period #4 | End of week check run (Priority 99)<br><br>EOM reports in FORTIS | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | Load Payroll Overnight<br><br>AP received by 4:00 | Holiday | EOM reports in FORTIS | 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 |
| | AP received by 4:00<br><br>DEP Finance charge job | Load Payroll Overnight | End of week check run (Priority 99) | Holiday | Holiday | |
| 29 | 30 | December 1 | 2 | 3 | 4 | 5 |
| | | | | | | |

## December 20

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|
| November 29 | 30 | December 1 | 2 | 3 | 4 | 5 |
| | | Load Payroll Overnight | AP received by 4:00 | Last Day JV's @ noon<br><br>Run STACAP overnight | End of week check run (Priority 99)<br><br>Post Profit Transfer<br><br>Close Period #5 | |
| 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 |
| | | 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<br><br>AP received by 4:00 | | End of week check run (Priority 99) | Holiday | |
| 27 | 28 | 29 | 30 | 31 | January 1 | 2 |
| | DEP Finance charge job | Load Payroll Overnight<br><br>AP received by 4:00 | | End of week check run (Priority 99) | Holiday | |