

## January 22

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

## February 22

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

## March 22

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

## April 22

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

## May 22

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

## June 22

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

## July 22

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

## August 22

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



## September 22

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

## October 22

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

## November 22

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

## December 22

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