January 22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 26	27	28	29	30	31	January 1
					Holiday	
2	3	AP received by 4:00	5 Last Day JV's @ noon	6 Post Profit Transfer	7 EOM reports in FORTIS	8
					EOW TEPOT IS III FOR 113	
		Load Payroll Overnight	Run STACAP overnight	Close Period #6		
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				
		DET IIIIalice cliaige Job				

February 22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 30	31	February 1	2	3	4	5
		AP received by 4:00		Last Day JV's @ noon	Post Profit Transfer	
		Load Payroll Overnight		Run STACAP overnight	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		Last Day JV's @ noon	Post Profit Transfer	
		Load Payroll Overnight		Run STACAP overnight	Close Period #8	
6	7	8	9	10	11	12
0	EOM reports in FORTIS	AP received by 4:00	9	10	11	12
		Load Payroll Overnight				
		Load Payroll Overlight				
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	DEP finance charge job	AP received by 4:00	30	31	April 1	2
	DET Tillance change job					
		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	Post Profit Transfer	EOM reports in FORTIS		
		Load Payroll Overnight	Close Period #9			
		Last Day JV's @ noon				
		Run STACAP overnight				
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	AP received by 4:00 Load Payroll Overnight	11	12	13	14
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	AP received by 4:00				
	Close Period #11	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	Last Day JV's @ noon	Post Profit Transfer	EOM reports in FORTIS	
		Load Payroll Overnight	Run STACAP overnight	Close Period #12		
10	11	12	13	14	15	16
		AP received by 4:00		21	13	
		Load Payroll Overnight				
		Loud rayron overnight				
17	18	19	20	21	22	23
		AP received by 4:00				
		Load Payroll Overnight				
24	DER Finance charge ich	A B received by 4/00	27	28	29	30
	DEP Finance charge job	AP received by 4:00				
31		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	Last Day JV's @ noon	Post Profit Transfer	EOM reports in FORTIS	
		Load Payroll Overnight	Run STACAP overnight	Close Period #1		
7	8	9	10	11	12	13
,	0	AP received by 4:00	10		12	
		Load Payroll Overnight				
		Load rayron 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				
20	20	30	24	6.1.1.4	2	3
28	29	AP received by 4:00	31	September 1	2	3
		Load Payroll Overnight				
		Load Fayron 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	Post Profit Transfer	EOM reports in FORTIS		
		Load Payroll Overnight	Close Period #2			
		Last Day JV's @ noon				
		Run STACAP overnight				
11	12	13	14	15	16	17
		AP received by 4:00				
		Load Payroll Overnight				
18	19	AP received by 4:00	21	22	23	24
		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	Last Day JV's @ noon	Post Profit Transfer	EOM reports in FORTIS	
		Load Payroll Overnight	Run STACAP overnight	Close Period #3		
9	10	11	12	13	14	15
	Holiday	AP received by 4:00				
		Load Payroll Overnight				
		2000 ayron overnight				
16	17	18	19	20	21	22
		AP received by 4:00				
		Load Payroll Overnight				
		_				
23	24	AP received by 4:00	26	27	28	29
30	31	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		Last Day JV's @ noon	Post Profit Transfer	
		Load Payroll Overnight		Run STACAP overnight	Close Period #4	
6	7	8	9	10	11	12
0	AP received by 4:00	Load Payroll Overnight	9	10	Holiday	12
	EOM reports in FORTIS	2000 ayron overnight				
	EOW reports in FORTIS					
13	14	15	16	17	18	19
		AP received by 4:00			AP received by 4:00	
		Load Payroll Overnight				
20	21	22	23	24	25	26
20		Load Payroll Overnight		Holiday	Holiday	25
				·	·	
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	AP received by 4:00	EOM reports in FORTIS			_
	Run STACAP overnight	Load Payroll Overnight				
	_	Post Profit Transfer				
		Close Period #5				
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			90	
		Load Payroll Overnight				
		DEP Finance charge job				