January 24

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

February 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 28	29	30	31	February 1	2	3
		AP received by 4:00				
		Load Payroll Overnight				
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 #7				
11	12	13	14	15	16	17
		AP received by 4:00				
		Load Payroll Overnight				
18	Holiday 19	AP received by 4:00	21	22	23	24
	Tionday					
		Load Payroll Overnight				
25	26	27	28	29	March 1	2
		AP received by 4:00				
		Load Payroll Overnight				
		DEP finance charge job				

March 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 25	26	27	28	29	March 1	2
		AP received by 4:00				
		Load Payroll Overnight				
3	4	5	6	7	8	9
		AP received by 4:00	Post Profit Transfer	EOM reports in FORTIS		
		Load Payroll Overnight	Close Period #8			
		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
17	10	AP received by 4:00	20	21	22	2.5
		Load Payroll Overnight				
		, ,				
24	25	AP received by 4:00	27	28	29	30
31		Load Payroll Overnight				
		DEP finance charge job				

April 24

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

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

June 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 26	27	28	29	30	31	June 1
		AP received by 4:00				
		Load Payroll Overnight				
			_		_	
2	3	AP received by 4:00	Last Day JV's @ noon	6 Post Profit Transfer	7 EOM reports in DocuWare	8
					LOW reports in Documare	
		Load Payroll Overnight	Run STACAP overnight	Close Period #11		
9	10	11	12	13	14	15
		AP received by 4:00				
		Load Payroll Overnight				
46	47	40	40	20	24	22
16	AP received by 4:00	18 Load Payroll Overnight	Holiday 19	20	21	22
	7 Tecented by 1.50	Load rayron overnight	Tronday			
23	24	25	26	27	28	29
		AP received by 4:00				
		Load Payroll Overnight				
30		DEP Finance charge job				

July 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 30	July 1	2	3	4	5	6
	AP received by 4:00	Load Payroll Overnight	Last Day JV's @ noon	Holiday	Post Profit Transfer	
			Run STACAP overnight		Close Period #12	
7	8	9	10	11	12	13
	EOM reports in DocuWare	AP received by 4:00				-
		Load Payroll Overnight				
		25da rayron o ronnight				
14	15	16	17	18	19	20
		AP received by 4:00				
		Load Payroll Overnight				
24	20	20	24	25	200	27
21	22	AP received by 4:00	24	25	26	27
		Load Payroll Overnight				
		DEP Finance charge job				
28	29	30	31	August 1	2	3
		AP received by 4:00				
		Load Payroll Overnight				

August 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 28	29	30	31	August 1	2	3
		AP received by 4:00				
		Load Payroll Overnight				
4	5	6	7	8	9	1
4	Last Day JV's @ noon	AP received by 4:00	EOM reports in DocuWare	8	9	T.
	Run STACAP overnight	Load Payroll Overnight				
	Ruii STACAL OVEITIIGHT					
		Post Profit Transfer				
		Close Period #1				
11	12	13	14	15	16	1
		AP received by 4:00				
		Load Payroll Overnight				
18	19	20	21	22	23	2
		AP received by 4:00				
		Load Payroll Overnight				
25	26	27	28	29	30	3
		AP received by 4:00				
		Load Payroll Overnight				
		DEP Finance charge job				

September 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 1	2	3	4	5	6	7
	Holiday	AP received by 4:00		Last Day JV's @ noon	Post Profit Transfer	
		Load Payroll Overnight		Run STACAP overnight	Close Period #2	
8	9	10	11	12	13	14
	EOM reports in DocuWare	AP received by 4:00				
		Load Payroll Overnight				
45	10		10	10	20	24
15	16	AP received by 4:00	18	19	20	21
		Load Payroll Overnight				
22	23	24	25	26	27	28
		AP received by 4:00				
		Load Payroll Overnight				
		DEP Finance charge job				
29	30	October 1	2	3	4	5
		AP received by 4:00				
		Load Payroll Overnight				

October 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 29	30	October 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 #3	
6	7	8	9	10	11	12
0	EOM reports in DocuWare	AP received by 4:00	<u> </u>	10		12
	·	Load Payroll Overnight				
		Lodd r dyron overnight				
13	14	15	16	17	18	19
	Holiday	AP received by 4:00				
		Load Payroll Overnight				
20	21	22	23	24	25	26
		AP received by 4:00				
		Load Payroll Overnight				
27	DED Finance charge ich	29	30	31	November 1	2
	DEP Finance charge job	AP received by 4:00				
		Load Payroll Overnight				

November 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 27	28	29	30	31	November 1	2
		AP received by 4:00				
		Load Payroll Overnight				
2	4	5		7	0	0
3	4	AP received by 4:00	6 Post Profit Transfer	7 EOM reports in DocuWare	8	9
		Load Payroll Overnight	Close Period #4	Low reports in Bocaware		
			Close Period #4			
		Last Day JV's @ noon				
		Run STACAP overnight				
10	11	12	13	14	15	16
	Holiday	AP received by 4:00				
		Load Payroll Overnight				
17	18	19	20	21	22	23
17	10	AP received by 4:00	20	21	AP received by 4:00	23
		Load Payroll Overnight			·	
		Loud rayron overnight				
24	25	26	27	28	29	30
	DEP Finance charge job	Load Payroll Overnight		Holiday	Holiday	

December 24

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