

January 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 31	January 1	2	3	4	5	6
	Holiday	AP received by 4:00 Load Payroll Overnight		Last Day JV's @ noon Run STACAP overnight	Post Profit Transfer 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	February 1	2	3
		AP received by 4:00 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 Run STACAP overnight	AP received by 4:00 Load Payroll Overnight Post Profit Transfer Close Period #7	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
	Holiday	AP received by 4:00 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 Load Payroll Overnight Last Day JV's @ noon Run STACAP overnight	Post Profit Transfer Close Period #8	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
		AP received by 4:00 Load Payroll Overnight DEP finance charge job				
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April 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 31	April 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 #9	EOM reports in DocuWare	
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	23	24	25	26	27
		AP received by 4:00 Load Payroll Overnight DEP Finance charge job				
28	29	30	May 1	2	3	4
		AP received by 4:00 Load Payroll Overnight				

May 24

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