

May 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1	2	3	4	5	6	7
		Load Payroll Overnight	Last Day JV's @ noon Run STACAP overnight	Post Profit Transfer	End of week check run (Priority 99) Close Period #10	
8	9	10	11	12	13	14
	EOM reports in Fortis	Load Payroll Overnight			End of week check run (Priority 99)	
15	16	17	18	19	20	21
		Load Payroll Overnight			End of week check run (Priority 99)	
22	23	24	25	26	27	28
		Load Payroll Overnight DEP finance charge job			End of week check run (Priority 99) Dept submit list of accounts that carry to Sandy	Roll Chart of Accounts from FY16 to FY17
29	30	31	June 1	2	3	4
	HOLIDAY	Load Payroll Overnight. No New FY16 Chart of Accounts (Fund & Detail). No New Units				

June 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 29	30	31	June 1	2	3	4
					End of week check run (Priority 99). Last Day JV's @ noon. Run STACAP overnight. Last day to process non emergency RQS.	
5	6	7	8	9	10	11
	Post Profit Transfer Close Period #11	Load Payroll Overnight EOM reports in Fortis. Last day for P-card purchases to expend FY16 funds.			End of week check run (Priority 99).	
12	13	14	15	16	17	18
		Load Payroll Overnight			End of week check run (Priority 99). Last day to submit FY16 non emergency BPO, CT & DO.	
19	20	21	22	23	24	25
		Load Payroll Overnight		Last day for FY16 Vendor Approvals.	End of week check run (Priority 99)	
26	27	28	29	30	July 1	2
	Check run priority 98+99	Check run priority 98+99. Load Payroll Overnight. DEP finance charge job. FY16 GAX & PRC over \$5,000 to OSC by 12:00.	Check run priority 98+99	Check run priority 98+99. All FY16 GAX & PRC final. Last day deposit FY16 cash & checks. All negative allotment resolved. Last day for FY16 budget documents.		

July 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 26	27	28	29	30	July 1	2
					End of week check run (Priority 99).	Open Activity Roll (CT, BPO, DO, RE's). Contract Roll (Staged Contracts)
3	4	5	6	7	8	9
	HOLIDAY	Load Payroll Overnight	Last Day JV's @ noon Run STACAP overnight	Post Profit Transfer	End of week check run (Priority 99) Close Period #12	
10	11	12	13	14	15	16
	EOM reports in Fortis	Load Payroll Overnight		End of week check run (Priority 99). Period #13 close.	Advantage not available due to year end closing. Unobligated budget roll. Unexpended budget roll.	
17	18	19	20	21	22	23
	Period 13 reports in FORTIS (includes quarterly reports)	Load Payroll Overnight			End of week check run (Priority 99)	
24	25	26	27	28	29	30
		Load Payroll Overnight			End of week check run (Priority 99)	
31		DEP finance charge job				