May 14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 27	28	29	30	May 1	2 End of week check run (priority 99)	3
4	5 Last day - JV's noon Run STACAP overnight	6 Load Payroll Overnight Profit Transfer Close Period #10	7 EOM reports in Fortis	8	9 End of week check run (priority 99)	10
11	12	13 Load Payroll Overnight	14	15	16 End of week check run (priority 99)	17
18	19	20 Load Payroll Overnight	21	22	23 End of week check run (priority 99)	24
25	26 **STATE HOLIDAY**	27 Load Payroll Overnight DEP–Finance Charge Job	28	29	30 End of week check run (priority 99) Last day to process non emergency RQS. Dept submit list of accounts that carry to Sandy.	31

June 14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 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 #11	Roll Chart of accounts from FY14 to FY15
8	9	10	11	12	13	14
	EOM reports in Fortis No New FY14 Chart of Accounts (Fund & Detail) No New Units.	Load Payroll Overnight			End of week check run (priority 99) Last day to submit FY14 non emergency CT & DO.	
15	16	17	18	19	20	21
		Load Payroll Overnight			End of week check run (priority 99)	
22	23	24	25	26	27	28
	Check run priority 98 + 99 Last day for FY14 Vendor Approvals.	Check run priority 98 + 99 Load Payroll Overnight DEP–Finance Charge Job	Check run priority 98 + 99 FY14 GAX & PRC over $5,000 to OSC by 12:00	Check run priority 98 + 99	Check run priority 98 + 99 All FY14 GAX&PRC final. Last day deposit FY14 cash & checks. Last day to process CR's for FY14 wires & deposits. All negative allotment resolved.. Last day for FY14 budget documents.	Open Activity Roll (CT, BPO, DO, RE's) Purchase Order Rollover (PR05& PR07)
29	30	July 1	2	3	4	5
	Advantage not available due to year end closing.					

July 14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 29	30	July 1 Load Payroll Overnight	2	3 End of week check run (priority 99) Last day - JV's noon Run STACAP overnight	4 **STATE HOLIDAY**	5
6	7 Post Profit Transfer	8 Load Payroll Overnight Close Period #12	9 EOM Reports in Fortis	10	11 End of week check run (priority 99)	12
13	14	15 Load Payroll Overnight	16	17 End of week check run (priority 99) Period #13 close	18 Advantage not Available due to year end closing. Unobligated budget roll Unexpended Budget roll.	19
20	21 Period#13 reports in Fortis (includes Qtrly reports)	22 Load Payroll Overnight	23	24	25 End of week check run (priority 99)	26
27	28 DEP–Finance Charge Job	29 Load Payroll Overnight	30	31	August 1	2