May 11

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) Period #10 close	
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		End of week check run (priority 99)	**State Shutdown**	
29	30	31	June 1	2	3	4
	State Holiday	Load Payroll overnight Last day to process non emergency RQS.				

June 11

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 -submit list of accounts that carry to Terry Brann	
5	6	7	8	9	10	11
	Post profit Transfer Period #11 close	Load Payroll overnight EOM reports in Fortis			End of week check run (priority 99)	
12	13	14	15	16	17	18
	No New FY11 Chart of Accounts (Fund & Detail). No New Units.	Load Payroll overnight	Last day to submit FY11 non emergency CT, BPO & DO documents.		End of week check run (priority 99)	
19	20	21	22	23	24	25
		Load Payroll overnight			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	Check run Priority 98 + 99. FY11 GAX & PRC over $5,000 to OSC by 12:00	-Check run Priority 98 +99. -**All** FY11 GAX & PRC must be in FINAL status. -Last day to deposit FY11 cash & checks. -last day to process CR;s for FY11 wires & deposits. -All payroll insufficiencies must be resolved.		

July 11

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 26	27	28	29	30	July 1	2
					Advantage Not Available due to year end closing and cutover activities for upgrade. -Open activity Roll (CT, BPO, DO, RE's) -Purchase Order Rollover Encumberd balance forward.	
3	4	5	6	7	8	9
	State Holiday	Advantage Not Available due to year end closing and cutover activities for upgrade.	-Advantage online down -FY2012 opens in 3.8 -Load Payroll overnight. -process mandatory FY11 interface files (No PRC's). -check run 98 only -Cash Controls OFF	Advantage online up for all users.	End of week check run (priority 99)	
10	11	12	13	14	15	16
	Last Day - JV's noon Run STACAP overnight	Post profit Transfer Load Payroll overnight Period #12 close	-EOM reports in Fortis (NO quarterly reports) -Run Period#13 STACAP overnight	Post #13 Profit JV	Period #13 close End of week check run (priority 99)	Unobligated budget roll Unexpended budget roll
17	18	19	20	21	22	23
	Period #13 reports available in Fortis (includes quarterly reports) -Cash controls ON	Load Payroll overnight			End of week check run (priority 99)	
24 31	25	26	27	28	29	30
		Load Payroll overnight			End of week check run (priority 99)	