

# January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<i>1 Holiday</i>	2
3	4 PAYMENT RUN  PAYMENT BATCHES	5 PAYMENT RUN	6	7 PAYMENT BATCHES	8 PAYMENT RUN	9
10	11 PAYMENT BATCHES	12 PAYMENT RUN	13	14 PAYMENT BATCHES	15—Payroll PAYMENT RUN  PAYMENT BATCHES	16
17	18 <i>Holiday</i>	19 PAYMENT RUN	20	21 PAYMENT BATCHES	22 PAYMENT RUN	23
24	25 PAYMENT BATCHES	26 PAYMENT RUN	27 PAYMENT BATCHES	28 PAYMENT RUN  PAYMENT BATCHES	29—Payroll PAYMENT RUN	30
31						

**All invoices/batches must be FINAL APPROVED by 1 PM on day of “Payment Batches”  
in order to be included in the next “Payment Run”**

# February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 PAYMENT RUN  PAYMENT BATCHES	2 PAYMENT RUN	3	4 PAYMENT BATCHES	5 PAYMENT RUN	6
7	8 PAYMENT BATCHES	9 PAYMENT RUN	10	11 PAYMENT BATCHES	12—Payroll PAYMENT RUN	13
14	15 <i>Bank Holiday</i>  PAYMENT BATCHES	16 PAYMENT RUN	17	18 PAYMENT BATCHES	19 PAYMENT RUN	20
21	22 PAYMENT BATCHES	23 PAYMENT RUN	24	25 PAYMENT BATCHES	26—Payroll PAYMENT RUN  PAYMENT BATCHES	27
28	29 PAYMENT RUN					

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# March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 PAYMENT RUN	2	3 PAYMENT BATCHES	4 PAYMENT RUN	5
6	7 PAYMENT BATCHES	8 PAYMENT RUN	9	10 PAYMENT BATCHES	11—Payroll PAYMENT RUN	12
13	14 PAYMENT BATCHES	15 PAYMENT RUN	16	17 PAYMENT BATCHES	18 PAYMENT RUN	19
20	21 PAYMENT BATCHES	22 PAYMENT RUN	23	24 PAYMENT BATCHES	25—Payroll PAYMENT RUN	26
27	28 PAYMENT BATCHES	29 PAYMENT RUN  PAYMENT BATCHES	30 PAYMENT RUN  PAYMENT BATCHES	31 PAYMENT RUN		

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# April 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 PAYMENT RUN	2
3	4 PAYMENT BATCHES	5 PAYMENT RUN	6	7 PAYMENT BATCHES	8—Payroll PAYMENT RUN	9
10	11 PAYMENT BATCHES	12 PAYMENT RUN	13	14 PAYMENT BATCHES	15 PAYMENT RUN	16
17	18 PAYMENT BATCHES	19 PAYMENT RUN	20	21 PAYMENT BATCHES	22—Payroll PAYMENT RUN	23
24	25 PAYMENT BATCHES	26 PAYMENT RUN	27 PAYMENT BATCHES	28 PAYMENT RUN  PAYMENT BATCHES	29 PAYMENT RUN	30

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# May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 PAYMENT RUN  PAYMENT BATCHES	3 PAYMENT RUN	4	5 PAYMENT BATCHES	6—Payroll PAYMENT RUN	7
8	9 PAYMENT BATCHES	10 PAYMENT RUN	11	12 PAYMENT BATCHES	13 PAYMENT RUN  PAYMENT BATCHES	14
15	16 PAYMENT RUN  PAYMENT BATCHES	17 PAYMENT RUN	18	19 PAYMENT BATCHES	20—Payroll PAYMENT RUN	21
22	23 PAYMENT BATCHES	24 PAYMENT RUN	25	26 PAYMENT BATCHES	27 PAYMENT RUN  PAYMENT BATCHES	28
29	30 <i>Holiday</i>	31 PAYMENT RUN				

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# June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<i>1</i> PAYMENT RUN	<i>2</i> PAYMENT BATCHES	<i>3—Payroll</i> PAYMENT RUN	<i>4</i>
<i>5</i>	<i>6</i> PAYMENT BATCHES	<i>7</i> PAYMENT RUN	<i>8</i>	<i>9</i> PAYMENT BATCHES	<i>10</i> PAYMENT RUN	<i>11</i>
<i>12</i>	<i>13</i> PAYMENT BATCHES	<i>14</i> PAYMENT RUN  PAYMENT BATCHES	<i>15</i> PAYMENT RUN	<i>16</i> PAYMENT BATCHES	<i>17—Payroll</i> PAYMENT RUN	<i>18</i>
<i>19</i>	<i>20</i> PAYMENT BATCHES	<i>21</i> PAYMENT RUN	<i>22</i>	<i>23</i> PAYMENT BATCHES	<i>24</i> PAYMENT RUN	<i>25</i>
<i>26</i>	<i>27</i> PAYMENT BATCHES	<i>28</i> PAYMENT RUN  PAYMENT BATCHES	<i>29</i> PAYMENT RUN  PAYMENT BATCHES	<i>30</i> PAYMENT RUN		

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# July 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1—Payroll PAYMENT RUN  PAYMENT BATCHES	2
3	4 <i>Holiday</i>	5 PAYMENT RUN	6	7 PAYMENT BATCHES	8 PAYMENT RUN	9
10	11 PAYMENT BATCHES	12 PAYMENT RUN	13	14 PAYMENT BATCHES	15—Payroll PAYMENT RUN	16
17	18 PAYMENT BATCHES	19 PAYMENT RUN	20	21 PAYMENT BATCHES	22 PAYMENT RUN	23
24	25 PAYMENT BATCHES	26 PAYMENT RUN	27 PAYMENT BATCHES	28 PAYMENT RUN  PAYMENT BATCHES	29—Payroll PAYMENT RUN	30
31						

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# August 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 PAYMENT RUN  PAYMENT BATCHES	2 PAYMENT RUN	3	4 PAYMENT BATCHES	5 PAYMENT RUN  PAYMENT BATCHES	6
7	8 <i>Holiday</i>	9 PAYMENT RUN	10	11 PAYMENT BATCHES	12—Payroll PAYMENT RUN  PAYMENT BATCHES	13
14	15 PAYMENT RUN  PAYMENT BATCHES	16 PAYMENT RUN	17	18 PAYMENT BATCHES	19 PAYMENT RUN	20
21	22 PAYMENT BATCHES	23 PAYMENT RUN	24	25 PAYMENT BATCHES	26—Payroll PAYMENT RUN	27
28	29 PAYMENT BATCHES	30 PAYMENT RUN  PAYMENT BATCHES	31 PAYMENT RUN			

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# September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 PAYMENT RUN  PAYMENT BATCHES	2 PAYMENT RUN  PAYMENT BATCHES	3
4	5 <i>Holiday</i>	6 PAYMENT RUN	7	8 PAYMENT BATCHES	9— <i>Payroll</i> PAYMENT RUN	10
11	12 PAYMENT BATCHES	13 PAYMENT RUN	14 PAYMENT BATCHES	15 PAYMENT RUN  PAYMENT BATCHES	16 PAYMENT RUN	17
18	19 PAYMENT BATCHES	20 PAYMENT RUN	21	22 PAYMENT BATCHES	23— <i>Payroll</i> PAYMENT RUN	24
25	26 PAYMENT BATCHES	27 PAYMENT RUN	28 PAYMENT BATCHES	29 PAYMENT RUN  PAYMENT BATCHES	30 PAYMENT RUN	

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# October 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 PAYMENT RUN  PAYMENT BATCHES	4 PAYMENT RUN	5	6 PAYMENT BATCHES	7—Payroll PAYMENT RUN  PAYMENT BATCHES	8
9	10 <i>Holiday</i>	11 PAYMENT RUN	12	13 PAYMENT BATCHES	14 PAYMENT RUN  PAYMENT BATCHES	15
16	17 PAYMENT RUN  PAYMENT BATCHES	18 PAYMENT RUN	19	20 PAYMENT BATCHES	21—Payroll PAYMENT RUN	22
23	24 PAYMENT BATCHES	25 PAYMENT RUN	26	27 PAYMENT BATCHES	28 PAYMENT RUN  PAYMENT BATCHES	29
30	31 PAYMENT RUN					

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in order to be included in the next “Payment Run”**

# November 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 PAYMENT RUN	2	3 PAYMENT BATCHES	4—Payroll PAYMENT RUN	5
6	7 PAYMENT BATCHES	8 <i>Holiday</i>	9 PAYMENT RUN	10 PAYMENT BATCHES	11 <i>Holiday</i>	12
13	14 PAYMENT RUN  PAYMENT BATCHES	15 PAYMENT RUN	16	17 PAYMENT BATCHES	18—Payroll PAYMENT RUN	19
20	21 PAYMENT BATCHES	22 PAYMENT RUN	23 PAYMENT BATCHES	24 <i>Holiday</i>	25 PAYMENT RUN	26
27	28 PAYMENT BATCHES	29 PAYMENT RUN  PAYMENT BATCHES	30 PAYMENT RUN			

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# December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 PAYMENT RUN  PAYMENT BATCHES	2—Payroll PAYMENT RUN	3
4	5 PAYMENT BATCHES	6 PAYMENT RUN	7	8 PAYMENT BATCHES	9 PAYMENT RUN	10
11	12 PAYMENT BATCHES	13 PAYMENT RUN	14 PAYMENT BATCHES	15 PAYMENT RUN  PAYMENT BATCHES	16—Payroll PAYMENT RUN	17
18	19 PAYMENT BATCHES	20 PAYMENT RUN	21	22 PAYMENT BATCHES	23 PAYMENT RUN  PAYMENT BATCHES	24
25	26 <i>Holiday</i>	27 PAYMENT RUN	28 PAYMENT BATCHES	29 PAYMENT RUN  PAYMENT BATCHES	30—Payroll PAYMENT RUN	31

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