

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 HOLIDAY	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 HOLIDAY	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 PAYMENT RUN PAYMENT BATCHES	31 PAYMENT RUN				

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 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 PAYMENT RUN	2 PAYMENT BATCHES	Payroll - 3 PAYMENT RUN	4
5	6 PAYMENT BATCHES	7 PAYMENT RUN	8	9 PAYMENT BATCHES	10 PAYMENT RUN	11
12	13 PAYMENT BATCHES	14 PAYMENT RUN PAYMENT BATCHES	15 PAYMENT RUN	16 PAYMENT BATCHES	Payroll - 17 PAYMENT RUN	18
19	20 PAYMENT BATCHES	21 PAYMENT RUN	22	23 PAYMENT BATCHES	24 PAYMENT RUN PAYMENT BATCHES	25
26	27 PAYMENT RUN PAYMENT BATCHES	28 PAYMENT RUN				

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March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 PAYMENT RUN	2 PAYMENT BATCHES	Payroll - 3 PAYMENT RUN	4
5	6 PAYMENT BATCHES	7 PAYMENT RUN	8	9 PAYMENT BATCHES	10 PAYMENT RUN	11
12	13 PAYMENT BATCHES	14 PAYMENT RUN PAYMENT BATCHES	15 PAYMENT RUN	16 PAYMENT BATCHES	Payroll - 17 PAYMENT RUN	18
19	20 PAYMENT BATCHES	21 PAYMENT RUN	22	23 PAYMENT BATCHES	24 PAYMENT RUN	25
26	27 PAYMENT BATCHES	28 PAYMENT RUN	29 PAYMENT BATCHES	30 PAYMENT RUN PAYMENT BATCHES	Payroll - 31 PAYMENT RUN	

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April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 PAYMENT RUN PAYMENT BATCHES	4 PAYMENT RUN	5	6 PAYMENT BATCHES	7 PAYMENT RUN	8
9	10 PAYMENT BATCHES	11 PAYMENT RUN	12	13 PAYMENT BATCHES	14 Payroll - 14 PAYMENT RUN PAYMENT BATCHES	15
16	17 PAYMENT RUN PAYMENT BATCHES	18 PAYMENT RUN	19	20 PAYMENT BATCHES	21 PAYMENT RUN	22
23	24 PAYMENT BATCHES	25 PAYMENT RUN	26 PAYMENT BATCHES	27 PAYMENT RUN PAYMENT BATCHES	28 Payroll - 28 PAYMENT RUN	29
30						

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May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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	Payroll - 12 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	Payroll - 26 PAYMENT RUN PAYMENT BATCHES	27
28	29 HOLIDAY	30 PAYMENT RUN PAYMENT BATCHES	31 PAYMENT RUN			

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June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PAYMENT RUN PAYMENT BATCHES	2 PAYMENT RUN	3
4	5 PAYMENT BATCHES	6 PAYMENT RUN	7	8 PAYMENT BATCHES	9 Payroll - 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 Payroll - 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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July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 PAYMENT RUN PAYMENT BATCHES	4 HOLIDAY	5 PAYMENT RUN	6 PAYMENT BATCHES	7 Payroll - 7 PAYMENT RUN	8
9	10 PAYMENT BATCHES	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 - 21 PAYMENT RUN	22
23	24 PAYMENT BATCHES	25 PAYMENT RUN	26	27 PAYMENT BATCHES	28 PAYMENT RUN PAYMENT BATCHES	29
30	31 PAYMENT RUN					

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"

August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 PAYMENT RUN	2	3 PAYMENT BATCHES	Payroll - 4 PAYMENT RUN	5
6	7 PAYMENT BATCHES	8 PAYMENT RUN	9	10 PAYMENT BATCHES	11 PAYMENT RUN PAYMENT BATCHES	12
13	14 HOLIDAY	15 PAYMENT RUN	16	17 PAYMENT BATCHES	Payroll - 18 PAYMENT RUN	19
20	21 PAYMENT BATCHES	22 PAYMENT RUN	23	24 PAYMENT BATCHES	25 PAYMENT RUN	26
27	28 PAYMENT BATCHES	29 PAYMENT RUN PAYMENT BATCHES	30 PAYMENT RUN PAYMENT BATCHES	31 PAYMENT RUN		

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September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Payroll - 1 PAYMENT RUN PAYMENT BATCHES	2
3	4 HOLIDAY	5 PAYMENT RUN	6	7 PAYMENT BATCHES	8 PAYMENT RUN	9
10	11 PAYMENT BATCHES	12 PAYMENT RUN	13	14 PAYMENT BATCHES	15 Payroll - 15 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 - 29 PAYMENT RUN	30

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October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 PAYMENT RUN PAYMENT BATCHES	3 PAYMENT RUN	4	5 PAYMENT BATCHES	6 PAYMENT RUN PAYMENT BATCHES	7
8	9 HOLIDAY	10 PAYMENT RUN	11	12 PAYMENT BATCHES	13 Payroll - PAYMENT RUN PAYMENT BATCHES	14
15	16 PAYMENT RUN PAYMENT BATCHES	17 PAYMENT RUN	18	19 PAYMENT BATCHES	20 PAYMENT RUN	21
22	23 PAYMENT BATCHES	24 PAYMENT RUN	25	26 PAYMENT BATCHES	27 Payroll - PAYMENT RUN PAYMENT BATCHES	28
29	30 PAYMENT RUN PAYMENT BATCHES	31 PAYMENT RUN				

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November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 PAYMENT RUN	2 PAYMENT BATCHES	3 PAYMENT RUN	4
5	6 PAYMENT BATCHES	7 PAYMENT RUN	8	9 PAYMENT BATCHES	10 Payroll - PAYMENT RUN PAYMENT BATCHES	11
12	13 HOLIDAY	14 PAYMENT RUN PAYMENT BATCHES	15 PAYMENT RUN	16 PAYMENT BATCHES	17 PAYMENT RUN	18
19	20 PAYMENT BATCHES	21 PAYMENT RUN	22 PAYMENT BATCHES	23 HOLIDAY	24 Payroll - PAYMENT RUN	25
26	27 PAYMENT BATCHES	28 PAYMENT RUN PAYMENT BATCHES	29 PAYMENT RUN PAYMENT BATCHES	30 PAYMENT RUN		

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December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					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 PAYMENT BATCHES	23
24	25 HOLIDAY	26 PAYMENT RUN	27 PAYMENT BATCHES	28 PAYMENT RUN PAYMENT BATCHES	29 PAYMENT RUN	30
31						

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