

January 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 HOLIDAY	2 PAYMENT RUN	3	4 PAYMENT BATCHES	5 PAYMENT RUN	6 Payroll
7	8 PAYMENT BATCHES	9 PAYMENT RUN	10	11 PAYMENT BATCHES	12 PAYMENT RUN	13 PAYMENT BATCHES
14	15 HOLIDAY	16 PAYMENT RUN	17	18 PAYMENT BATCHES	19 PAYMENT RUN	20 Payroll
21	22 PAYMENT BATCHES	23 PAYMENT RUN	24	25 PAYMENT BATCHES	26 PAYMENT RUN	27
28	29 PAYMENT BATCHES	30 PAYMENT RUN PAYMENT BATCHES	31 PAYMENT RUN	1	2	3

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 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 PAYMENT RUN PAYMENT BATCHES	2 PAYMENT RUN	3 Payroll
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 PAYMENT RUN	17 Payroll
18	19 PAYMENT BATCHES	20 PAYMENT RUN	21	22 PAYMENT BATCHES	23 PAYMENT RUN	24
25	26 PAYMENT BATCHES	27 PAYMENT RUN PAYMENT BATCHES	28 PAYMENT RUN PAYMENT BATCHES	29 PAYMENT RUN	1	2

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March 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	1 PAYMENT RUN	2 Payroll
3	4 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 PAYMENT RUN	16 Payroll
17	18 PAYMENT BATCHES	19 PAYMENT RUN	20	21 PAYMENT BATCHES	22 PAYMENT RUN	23
24	25 PAYMENT BATCHES	26 PAYMENT RUN	27	28 PAYMENT BATCHES	29 PAYMENT RUN	30 Payroll
31	1					

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April 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	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 PAYMENT RUN PAYMENT BATCHES	13 Payroll
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 PAYMENT RUN PAYMENT BATCHES	27 Payroll
28	29 PAYMENT RUN PAYMENT BATCHES	30 PAYMENT RUN	1	2	3	4

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May 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1 PAYMENT RUN	2	3 PAYMENT RUN	4
				PAYMENT BATCHES		
5	6 PAYMENT BATCHES	7 PAYMENT RUN	8	9 PAYMENT BATCHES	10 PAYMENT RUN	11 Payroll
12	13 PAYMENT BATCHES	14 PAYMENT RUN	15 PAYMENT RUN	16 PAYMENT BATCHES	17 PAYMENT RUN	18
19	20 PAYMENT BATCHES	21 PAYMENT RUN	22	23 PAYMENT BATCHES	24 PAYMENT RUN PAYMENT BATCHES	25 Payroll
26	27 HOLIDAY	28 PAYMENT RUN	29 PAYMENT BATCHES	30 PAYMENT RUN PAYMENT BATCHES	31 PAYMENT RUN	1

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June 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3 PAYMENT RUN	4 PAYMENT RUN	5	6 PAYMENT BATCHES	7 PAYMENT RUN	8 Payroll
	PAYMENT BATCHES					
9	10 PAYMENT BATCHES	11 PAYMENT RUN	12	13 PAYMENT BATCHES	14 PAYMENT RUN	15
16	17 PAYMENT BATCHES	18 PAYMENT RUN	19 HOLIDAY	20 PAYMENT BATCHES	21 PAYMENT RUN	22 Payroll
23	24 PAYMENT BATCHES	25 PAYMENT RUN	26 PAYMENT BATCHES	27 PAYMENT RUN	28 PAYMENT RUN	29
30	1					

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July 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1 PAYMENT RUN PAYMENT BATCHES	2 PAYMENT RUN	3 PAYMENT BATCHES	4 HOLIDAY	5 PAYMENT RUN	6 Payroll
7	8 PAYMENT BATCHES	9 PAYMENT RUN	10	11 PAYMENT BATCHES	12 PAYMENT RUN PAYMENT BATCHES	13
14	15 PAYMENT RUN PAYMENT BATCHES	16 PAYMENT RUN	17	18 PAYMENT BATCHES	19 PAYMENT RUN	20 Payroll
21	22 PAYMENT BATCHES	23 PAYMENT RUN	24	25 PAYMENT BATCHES	26 PAYMENT RUN	27
28	29 PAYMENT BATCHES	30 PAYMENT RUN PAYMENT BATCHES	31 PAYMENT RUN	1	2	3

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August 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 PAYMENT RUN PAYMENT BATCHES	2 PAYMENT RUN	3 Payroll
4	5 PAYMENT BATCHES	6 PAYMENT RUN	7	8 PAYMENT BATCHES	9 PAYMENT RUN PAYMENT BATCHES	10
11	12 HOLIDAY	13 PAYMENT RUN	14 PAYMENT BATCHES	15 PAYMENT RUN PAYMENT BATCHES	16 PAYMENT RUN	17 Payroll
18	19 PAYMENT BATCHES	20 PAYMENT RUN	21	22 PAYMENT BATCHES	23 PAYMENT RUN	24
25	26 PAYMENT BATCHES	27 PAYMENT RUN	28 PAYMENT BATCHES	29 PAYMENT RUN PAYMENT BATCHES	30 PAYMENT RUN	31 Payroll

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September 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 HOLIDAY	3 PAYMENT RUN	4	5 PAYMENT BATCHES	6 PAYMENT RUN	7
8	9 PAYMENT BATCHES	10 PAYMENT RUN	11	12 PAYMENT BATCHES	13 PAYMENT RUN	14 Payroll
15	16 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 PAYMENT RUN PAYMENT BATCHES	28 Payroll
29	30 PAYMENT RUN	1	2	3	4	5

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October 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1 PAYMENT RUN	2	3 PAYMENT BATCHES	4 PAYMENT RUN	5
6	7 PAYMENT BATCHES	8 PAYMENT RUN	9	10 PAYMENT BATCHES	11 PAYMENT RUN PAYMENT BATCHES	12 Payroll
13	14 HOLIDAY	15 PAYMENT RUN	16	17 PAYMENT BATCHES	18 PAYMENT RUN	19
20	21 PAYMENT BATCHES	22 PAYMENT RUN	23	24 PAYMENT BATCHES	25 PAYMENT RUN	26 Payroll
27	28 PAYMENT BATCHES	29 PAYMENT RUN PAYMENT BATCHES	30 PAYMENT RUN PAYMENT BATCHES	31 PAYMENT RUN	1	2

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November 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1 PAYMENT RUN	2
3	4 PAYMENT BATCHES	5 HOLIDAY	6 PAYMENT RUN	7 PAYMENT BATCHES	8 PAYMENT RUN PAYMENT BATCHES	9 Payroll
10	11 HOLIDAY	12 PAYMENT RUN	13	14 PAYMENT BATCHES	15 PAYMENT RUN	16
17	18 PAYMENT BATCHES	19 PAYMENT RUN	20	21 PAYMENT BATCHES	22 PAYMENT RUN	23 Payroll
24	25 PAYMENT BATCHES	26 PAYMENT RUN PAYMENT BATCHES	27 PAYMENT RUN PAYMENT BATCHES	28 HOLIDAY	29 PAYMENT RUN	30

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December 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 PAYMENT RUN PAYMENT BATCHES	3 PAYMENT RUN	4	5 PAYMENT BATCHES	6 PAYMENT RUN	7 Payroll
8	9 PAYMENT BATCHES	10 PAYMENT RUN	11	12 PAYMENT BATCHES	13 PAYMENT RUN	14
15	16 PAYMENT RUN PAYMENT BATCHES	17 PAYMENT RUN	18	19 PAYMENT BATCHES	20 PAYMENT RUN	21 Payroll
22	23 PAYMENT BATCHES	24 PAYMENT RUN	25 HOLIDAY	26 PAYMENT BATCHES	27 PAYMENT RUN	28
29	30 PAYMENT RUN PAYMENT BATCHES	31 PAYMENT RUN	1	2	3	4

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