

**JANUARY 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 NEW YEAR'S DAY  ANN/PERS/415(M) Checks Date	2 ANN/PERS/415(M) D/D Date PERS INS Cutoff	3 MEM C/W Cutoff	4 MEM C/W Clean up	5
6	7 MEM Check-write	8	9	10 Payroll Monthly Update	11 ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/ICT/THF
13 UCRS Extract for HRDW	14	15 F-MBR Check-write	16	17	18 ANN/PERS/415(M) C/W Cutoff	19
20	21 MARTIN LUTHER KING JR. 	22 MEM C/W Cutoff ANN/PERS/415(M) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	23 MEM C/W Clean up	24 MEM Check-write	25 Print ANN/PERS/415(M) Checks & D/D Statements	26
27	28 ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/415(M) Checks & D/D Stmt to Bulk-Mail	29	30 ANN/PERS/415(M) Checks & D/D Stmt Mailing Date D/D Deletion	31		

**FEBRUARY 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 ANN/PERS/415(M) Checks & D/D Date	2
3	4 MEM C/W Cutoff	5 MEM C/W Clean up	6 MEM Check-write PERS INS Cutoff ASH WEDNESDAY	7 CHINESE NEW YEAR	8	9
10	11 Payroll Monthly Update ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/ICT/THF	13 UCRS Extract for HRDW	14 VALENTINE'S DAY	15 F-MBR Check-write ANN/PERS/415(M) C/W Cutoff LINCOLN'S BIRTHDAY	16
17	18 PRESIDENTS' DAY  WASHINGTON'S B/D	19 ANN/PERS/415(M) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	20 MEM C/W Cutoff	21 MEM C/W Clean up	22 MEM Check-write Print ANN/PERS/ 415(M) Checks & D/D Statements	23
24	25 ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail	26	27 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	28	29 ANN/PERS/415(M) Checks & D/D Date	

**MARCH 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 MEM C/W Cutoff	5 MEM C/W Clean up PERS INS Cutoff	6 MEM Check-write	7	8
9 DAYLIGHT SAVINGS TIME BEGINS	10	11 Payroll Monthly Update ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/ICT/THF	13 UCRS Extract for HRDW	14 F-MBR Check-write	15
16	17 ST. PATRICK'S DAY	18	19 ANN/PERS/415(M) C/W Cutoff	20 MEM C/W Cutoff ANN/PERS/415(M) C/W Preliminary T/B UCRS/F-MBR INS Cutoff SPRING BEGINS	21 MEM C/W Clean up	22
23	24 MEM Check-write	25 Print ANN/PERS/ 415(M) Checks & D/D Statements	26 ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail	27 D/D Deletion	28 CESAR CHAVEZ ANN/PERS/415(M) Checks & D/D Stmts Mailing Date 	29
30 EASTER SUNDAY	31					

**APRIL 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ANN/PERS/415(M) Checks & D/D Date	2 MEM C/W Cutoff PERS INS Cutoff	3 MEM C/W Clean up	4 MEM Check-write	5
6	7	8	9 Payroll Monthly Update	10	11 ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/ICT/THF
13 UCRS Extract for HRDW	14	15 F-MBR Check-write INCOME TAXES DUE	16	17	18 ANN/PERS/415(M) C/W Cutoff	19
20	21 MEM C/W Cutoff ANN/PERS/415(M) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	22 MEM C/W Clean up	23 MEM Check-write	24 Print ANN/PERS/ 415(M) Checks & D/D Statements	25 ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail	26
27	28	29 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	30			

**MAY 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 ANN/PERS/415(M) Checks & D/D Date	2 MEM C/W Cutoff	3
4	5 MEM C/W Clean up CINCO DE MAYO	6 MEM Check-write	7 PERS INS Cutoff	8	9 Payroll Monthly Update	10
11 ANN RWS Cutoff ANN RWS/INS Load MOTHER'S DAY	12 MEM RWS Load UCRP/ICT/THF	13 UCRS Extract for HRDW	14	15 F-MBR Check-write	16 ANN/PERS/415(M) C/W Cutoff	17
18	19 ANN/PERS/415(M) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	20	21 MEM C/W Cutoff	22 MEM C/W Clean up Print ANN/PERS/ 415(M) Checks & D/D Statements	23 MEM Check-write ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail	24
25	26 MEMORIAL DAY 	27	28 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	29	30 ANN/PERS/415(M) Checks & D/D Date	31

**JUNE 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 MEM C/W Cutoff	4 MEM C/W Clean up PERS INS Cutoff	5 MEM Check-write	6	7
8	9	10 Payroll Monthly Update	11 ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/ICT/THF	13 F-MBR Check-write UCRS Extract for HRDW	14 FLAG DAY
15 FATHER'S DAY	16	17	18 ANN/PERS/415(M) C/W Cutoff	19 MEM C/W Cutoff ANN/PERS/415(M) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	20 MEM C/W Clean up SUMMER BEGINS	21
22	23 MEM Check-write	24 Print ANN/PERS/ 415(M) Checks & D/D Statements	25 ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail	26	27 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	28
29	30					

**JULY 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ANN/PERS/415(M) Checks & D/D Date	2 MEM C/W Cutoff PERS INS Cutoff	3 MEM C/W Clean up	4 INDEPENDENCE 	5
6	7 MEM Check-write	8	9	10 Payroll Monthly Update	11 ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/ICT/THF
13 UCRS Extract for HRDW	14	15 F-MBR Check-write	16	17	18 ANN/PERS/415(M) C/W Cutoff	19
20	21 MEM C/W Cutoff ANN/PERS/415(M) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	22 MEM Clean up	23 MEM Check-write	24	25 Print ANN/PERS/ 415(M) Checks & D/D Statements	26
27	28 ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail	29	30 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	31		

**AUGUST 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 ANN/PERS/415(M) Checks & D/D Date	2
3	4 MEM C/W Cutoff	5 MEM C/W Clean up	6 MEM Check-write PERS INS Cutoff	7	8	9
10	11 Payroll Monthly Update ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/ICT/THF	13 UCRS Extract for HRDW	14	15 F-MBR Check-write	16
17	18 ANN/PERS/415(M) C/W Cutoff	19 ANN/PERS/415(M) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	20 MEM C/W Cutoff	21 MEM C/W Clean up	22 MEM Check-write Print ANN/PERS/ 415(M) Checks & D/D Statements	23
24	25 ANN/PERS/415(M) D/D Files Transmit to Mellon Bank	26	27 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	28	29 ANN/PERS/415(M) Checks & D/D Date	30
31	Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail					

**SEPTEMBER 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 LABOR DAY 	2	3 MEM C/W Cutoff PERS INS Cutoff	4 MEM C/W Clean up	5 MEM Check-write	6
7	8	9	10 Payroll Monthly Update	11 ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/ICT/THF	13 UCRS Extract for HRDW
14	15 F-MBR Check-write	16	17	18 ANN/PERS/415(M) C/W Cutoff PATRIOT DAY	19 MEM C/W Cutoff ANN/PERS/415(M) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	20
21	22 MEM C/W Clean up AUTUMN BEGINS	23 MEM Check-write	24 Print ANN/PERS/ 415(M) Checks & D/D Statements	25 ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail	26	27
28	29 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	30				

**OCTOBER 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ANN/PERS/415(M) Checks & D/D Date	2 MEM C/W Cutoff	3 MEM C/W Clean up	4
5	6 MEM Check-write	7	8 PERS INS Cutoff	9 Payroll Monthly Update	10	11 ANN RWS Cutoff ANN RWS/INS Load
12 MEM RWS Load UCRP/ICT/THF	13 UCRS Extract for HRDW COLUMBUS DAY	14	15 F-MBR Check-write	16 NATIONAL BOSS DAY	17	18
19	20 MEM C/W Cutoff ANN/PERS/415(M) C/W Cutoff	21 MEM C/W Clean up ANN/PERS/415(M) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	22 MEM Check-write	23	24 Print ANN/PERS/ 415(M) Checks & D/D Statements	25
26	27 ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail	28	29 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	30	31 ANN/PERS/415(M) Checks & D/D Date  HALLOWEEN	

**NOVEMBER 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 <small>DAYLIGHT SAVINGS TIME ENDS</small>	3	4 MEM C/W Cutoff	5 MEM C/W Clean up PERS INS Cutoff	6 MEM Check-write	7	8
9	10	11 VETERANS' DAY ANN RWS Cutoff ANN RWS/INS Load 	12 Payroll Monthly Update MEM RWS Load UCRP/ICT/THF	13 UCRS Extract for HRDW	14 F-MBR Check-write	15
16	17 ANN/PERS/415(M) C/W Cutoff	18 ANN/PERS/415(M) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	19	20 MEM C/W Cutoff	21 MEM C/W Clean up Print ANN/PERS/ 415(M) Checks & D/D Statements	22
23	24 MEM Check-write ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail	25	26 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	27 THANKSGIVING 	28 UC HOLIDAY 	29
30						

**DECEMBER 2008
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ANN/PERS/415(M) Checks & D/D Date	2 MEM C/W Cutoff	3 MEM C/W Clean up PERS INS Cutoff	4 MEM Check-write	5	6
7	8	9 Payroll Monthly Update	10	11 ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/ICT/THF	13 UCRS Extract for HRDW
14	15 F-MBR Check-write	16 ANN/PERS/415(M) C/W Cutoff	17 ANN/PERS/415(M) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	18 MEM C/W Cutoff	19 MEM C/W Clean up	20
21 WINTER BEGINS	22 MEM Check-write Print ANN/PERS/ 415(M) Checks & D/D Statements ANN/PERS/415(M) D/D Files Transmit to Mellon Bank	23 Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail	24 CHRISTMAS EVE 	25 CHRISTMAS DAY 	26	27
28	29	30 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	31 NEW YEAR'S EVE 			