


**JANUARY 2009
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 NEW YEAR'S DAY ANN/PERS/415(M) Check Date 	2 ANN/PERS/415(M) D/D Date	3
4	5 MEM C/W Cutoff	6 MEM C/W Clean up	7 MEM Check-write PERS INS Cutoff	8	9	10
11 ANN RWS Cutoff ANN RWS/INS Load	12 Payroll Monthly Update 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 MARTIN LUTHER KING JR. 	20 ANN/PERS/415(M) C/W Preliminary T/B UCRS/F-MBR INS Cutoff	21 MEM C/W Cutoff	22 MEM C/W Clean up	23 MEM Check-write Print ANN/PERS/ 415(M) Checks & D/D Statements	24
25	26 ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail CHINESE NEW YEAR	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

**FEBRUARY 2009
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 SUPER BOWL SUNDAY	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 LINCOLN'S BIRTHDAY	13 F-MBR Check-write ANN/PERS/415(M) C/W Cutoff UCRS Extract for HRDW	14 VALENTINE'S DAY
15	16 PRESIDENTS' DAY 	17 ANN/PERS/415(M) C/W Preliminary T/B UCRS/F-MBR INS Cutoff	18	19 MEM C/W Cutoff	20 MEM C/W Clean up Print ANN/PERS/ 415(M) Checks & D/D Statements	21
22 WASHINGTON'S B/D	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 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion ASH WEDNESDAY	26	27 ANN/PERS/415(M) Checks & D/D Date	28

**MARCH 2009
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 DAYLIGHT SAVINGS TIME BEGINS	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
15	16	17 ST. PATRICKS DAY	18	19 MEM C/W Cutoff ANN/PERS/415(M) C/W Cutoff	20 MEM C/W Clean up ANN/PERS/415(M) C/W Preliminary T/B UCRS/F-MBR INS Cutoff SPRING BEGINS	21
22	23 MEM Check-write	24	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 CESAR CHAVEZ 	28
29	30 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	31				

**APRIL 2009
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ANN/PERS/415(M) Checks & D/D Date ALL FOOL'S DAY	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 EASTER SUNDAY	13 UCRS Extract for HRDW	14	15 F-MBR Check-write INCOME TAXES DUE	16	17 GOOD FRIDAY	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 T/B 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		

**MAY 2009
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 MOTHER'S DAY	11 Payroll Monthly Update ANN RWS Cutoff ANN RWS/INS Load	12 CINCO DE MAYO 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 T/B 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 MEMORIAL DAY 	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	28 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	29	30
31						

**JUNE 2009
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 WORLD ENVIRONMENT DAY	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 FLAG DAY	15 F-MBR Check-write	16	17	18 MEM C/W Cutoff ANN/PERS/415(M) C/W Cutoff	19 MEM C/W Clean up ANN/PERS/415(M) C/W Preliminary T/B UCRS/F-MBR INS Cutoff	20
21 FATHER'S DAY SUMMER BEGINS	22 MEM Check-write	23	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				

**JULY 2009
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 INDEPENDENCE OBSERVED 	4 INDEPENDENCE 
5	6 MEM C/W Clean up	7 MEM Check-write	8 PERS INS Cutoff	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 ANN/PERS/415(M) C/W Cutoff	18
19	20 ANN/PERS/415(M) C/W Preliminary T/B UCRS/F-MBR INS Cutoff	21 MEM C/W Cutoff	22 MEM Clean up	23 MEM Check-write	24 Print ANN/PERS/ 415(M) Checks & D/D Statements	25
26 PARENTS' DAY	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	

**AUGUST 2009
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 FRIENDSHIP DAY	3	4 MEM C/W Cutoff	5 MEM C/W Clean up PERS INS Cutoff	6 MEM Check-write	7	1 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 F-MBR Check-write	15
16	17	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	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 WOMEN'S EQUALITY DAY	27	28 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	29
30	31					

**SEPTEMBER 2009
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 LABOR DAY 	8	9	10 Payroll Monthly Update	11 ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/CT/THF
13 UCRS Extract for HRDW GRANDPARENTS DAY	14	15 F-MBR Check-write	16	17	18 ANN/PERS/415(M) C/W Cutoff PATRIOT DAY	19
20	21 MEM C/W Cutoff ANN/PERS/415(M) C/W Preliminary T/B UCRS/F-MBR INS Cutoff	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 2009
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	6 MEM Check-write	7 PERS INS Cutoff	8	9 Payroll Monthly Update	10
11 ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/ICT/THF COLUMBUS DAY OBSERVED	13 UCRS Extract for HRDW	14	15 F-MBR Check-write NATIONAL CHILDREN'S DAY	16 NATIONAL BOSS DAY	17
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	21 MEM C/W Clean up	22 MEM Check-write	23 Print ANN/PERS/ 415(M) Checks & D/D Statements	24
25 MOTHER-IN-LAW DAY	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	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  HALLOWEEN

**NOVEMBER 2009
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 DAYLIGHT SAVINGS TIME ENDS	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 VETERANS' DAY ANN RWS Cutoff ANN RWS/INS Load  THEY ARE NOT FORGOTTEN	12 MEM RWS Load UCRP/ICT/THF	13 F-MBR Check-write UCRS Extract for HRDW	14
15	16 ANN/PERS/415(M) C/W Cutoff	17 ANN/PERS/415(M) C/W Preliminary T/B UCRS/F-MBR INS Cutoff	18	19 MEM C/W Cutoff	20 MEM C/W Clean up Print ANN/PERS/ 415(M) Checks & D/D Statements	21
22	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 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date D/D Deletion	26 THANKSGIVING 	27 UC HOLIDAY 	28
29	30					

**DECEMBER 2009
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ANN/PERS/415(M) Checks & D/D Date <small>AIDS AWARENESS DAY</small>	2 MEM C/W Cutoff PERS INS Cutoff	3 MEM C/W Clean up	4 MEM Check-write	5
6	7 <small>NATIONAL PEARL HARBOR REMEMBRANCE DAY</small>	8	9 Payroll Monthly Update	10 <small>HUMAN RIGHTS DAY</small>	11 ANN RWS Cutoff ANN RWS/INS Load	12 MEM RWS Load UCRP/ICT/THF <small>HANUKKAH BEGINS</small>
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 T/B UCRS/F-MBR INS Cutoff	18 MEM C/W Cutoff	19
20	21 MEM C/W Clean up <small>WINTER BEGINS</small>	22 MEM Check-write Print ANN/PERS/ 415(M) Checks & D/D Statements	23 ANN/PERS/415(M) D/D Files Transmit to Mellon Bank Send ANN/PERS/ 415(M) Checks & D/D Stmts to Bulk-Mail D/D Deletion	24 <small>CHRISTMAS EVE</small> 	25 <small>CHRISTMAS DAY</small> 	26
27	28	29	30 ANN/PERS/415(M) Checks & D/D Stmts Mailing Date	31 <small>NEW YEAR'S EVE</small> 		