

**January 2007
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	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 F-MBR Check-write MEM RWS Load UCRP/ICT/THF	13 UCRS Extract for HRDW
14	15 MARTIN LUTHER KING JR. 	16	17	18	19 MEM C/W Cutoff ANN/PERS/415(m) C/W Cutoff	20
21	22 MEM C/W Clean up ANN/PERS/415(m) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	23 MEM Check-write	24	25 ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	26 Send ANN/PERS/415(m) Checks & D/D Stmts to Bulk-Mail	27
28	29	30 ANN/PERS/415(m) Checks & D/D Stmts Mailing Date D/D Deletion	31			

**February 2007
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 LINCOLN'S BIRTHDAY	13 UCRS Extract for HRDW	14 VALENTINE'S DAY	15 F-MBR Check-write ANN/PERS/415(m) C/W Cutoff	16 ANN/PERS/415(m) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	17
18 CHINESE NEW YEAR	19 PRESIDENTS' DAY 	20 MEM C/W Cutoff	21 MEM C/W Clean up	22 MEM Check-write ANN/PERS/415(m) D/D Files Transmit to Mellon Bank WASHINGTON'S B/D	23 Send ANN/PERS/ 415(m) Checks & D/D Stmts to Bulk-Mail	24
25	26	27 ANN/PERS/415(m) Checks & D/D Stmts Mailing Date D/D Deletion	28			

**March 2007
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 DAYLIGHT SAVINGS TIME BEGINS	12 MEM RWS Load UCRP/ICT/THF	13 UCRS Extract for HRDW	14	15 F-MBR Check-write	16	17 ST. PATRICK'S DAY
18	19 ANN/PERS/415(m) C/W Cutoff	20 ANN/PERS/415(m) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	21 MEM C/W Cutoff SPRING BEGINS	22 MEM C/W Clean up	23 MEM Check-write ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	24
25	26 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 CESAR CHAVEZ ANN/ PERS/ 415(m) Checks & D/D Date 	31

**April 2007
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 GOOD FRIDAY	7
8 EASTER	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	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	21
22	23 MEM Check-write	24 ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	25 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					

**May 2007
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 MOTHER'S DAY	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 C/W Clean up	23 MEM Check-write	24 ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	25 Send ANN/PERS/ 415(m) Checks & D/D Stmts to Bulk-Mail	26
27	28 MEMORIAL DAY 	29	30 ANN/PERS/415(m) Checks & D/D Stmts Mailing Date D/D Deletion	31		

**June 2007
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 FLAG DAY	15 F-MBR Check-write	16
17 FATHER'S DAY	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 SUMMER BEGINS	22 MEM Check-write ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	23
24	25 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	30

**July 2007
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 MEM C/W Cutoff	4 INDEPENDENCE 	5 MEM C/W Clean up PERS INS Cutoff	6 MEM Check-write	7
8	9	10	11 Payroll Monthly Update 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	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 Clean up	21
22	23 MEM Check-write	24	25 ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	26 Send ANN/PERS/ 415(m) Checks & D/D Stmts to Bulk-Mail	27	28
29	30 ANN/PERS/415(m) Checks & D/D Stmts Mailing Date D/D Deletion	31				

**August 2007
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/IC/THF	13 UCRS Extract for HRDW	14	15 F-MBR Check-write	16	17	18
19	20 ANN/PERS/415(m) C/W Cutoff	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 ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	25
26	27 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	

**September 2007
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 LABOR DAY 	4	5 MEM C/W Cutoff PERS INS Cutoff	6 MEM C/W Clean up	7 MEM Check-write	8
9	10	11 ANN RWS Cutoff ANN RWS/INS Load PATRIOT DAY	12 Payroll Monthly Update MEM RWS Load UCRP/CT/THF	13 UCRS Extract for HRDW	14 F-MBR Check-write	15
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	21 MEM Check-write	22
23 AUTUMN BEGINS	24 ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	25 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						

**October 2007
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 COLUMBUS DAY	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 NATIONAL BOSS DAY	17	18	19 MEM C/W Cutoff ANN/PERS/415(m) C/W Cutoff	20
21	22 MEM C/W Clean up ANN/PERS/415(m) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	23 MEM Check-write	24	25 ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	26 Send ANN/PERS/ 415(m) Checks & D/D Stmts to Bulk-Mail	27
28	29	30 ANN/PERS/415(m) Checks & D/D Stmts Mailing Date D/D Deletion	31  HALLOWEEN			

**November 2007
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 DAYLIGHT SAVINGS TIME ENDS	5 MEM C/W Clean up	6 MEM Check-write	7 PERS INS Cutoff	8	9 Payroll Monthly Update	10
11 VETERANS' DAY ANN RWS Cutoff ANN RWS/INS Load 	12 UC HOLIDAY MEM RWS Load UCRP/ICT/THF 	13 UCRS Extract for HRDW	14	15 F-MBR Check-write ANN/PERS/415(m) C/W Cutoff	16 ANN/PERS/415(m) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	17
18	19 MEM C/W Cutoff	20 MEM C/W Clean up	21 MEM Check-write ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	22 THANKSGIVING 	23 UC HOLIDAY 	24
25	26 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	

