



**January 2005
CHECK-WRITE SCHEDULE**

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

**February 2005
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ANN/PERS/415(m) Checks and D/D Date	2 PERS INS Cutoff	3 MEM C/W Cutoff	4 MEM C/W Clean up	5
6	7 MEM Check-write	8	9 Unit Value Monthly Update 1 of 2 CHINESE NEW YEAR	10 MEM/Update 2 of 2	11 ANN RWS Cutoff ANN RWS Load UCRS Extract for HRDW	12 MEM RWS Load LINCOLN'S BIRTHDAY
13	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 MEM C/W Cutoff	19
20	21 PRESIDENTS' DAY 	22 MEM C/W Clean up ANN/PERS/415(m) D/D Files Transmit to Mellon Bank WASHINGTON'S B/D	23 MEM Check-write Send ANN/PERS/ 415(m) Checks & D/D Stmts to Bulk-Mail	24	25 ANN/PERS/415(m) Checks & D/D Stmts Mailing Date	26
27	28					


**March 2005
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ANN/PERS/415(m) Checks and D/D Date	2 PERS INS Cutoff	3 MEM C/W Cutoff	4 MEM C/W Clean up	5
6	7 MEM Check-write	8	9 Unit Values Monthly Update 1 of 2	10 MEM/Update 2 of 2	11 ANN RWS Cutoff ANN RWS Load UCRS Extract for HRDW	12 MEM RWS Load
13 SPRING BEGINS	14	15 F-MBR Check-write	16	17 ANN/PERS/415(m) C/W Cutoff ST. PATRICK'S DAY	18 ANN/PERS/415(m) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	19
20	21 MEM C/W Cutoff	22 MEM C/W Clean up	23 MEM Check-write	24 ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	25 CESAR CHAVEZ 	26
27 EASTER	28 Send ANN/PERS/ 415(m) Checks & D/D Stmts to Bulk-Mail	29	30 ANN/PERS/415(m) Checks & D/D Stmts Mailing Date	31		

**April 2005
CHECK-WRITE SCHEDULE**

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

**May 2005
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 MEM C/W Cutoff PERS INS Cutoff	5 MEM C/W Clean up	6 MEM Check-write	7
8 MOTHER'S DAY	9	10 Unit Values Monthly Update 1 of 2	11 MEM/Update 2 of 2 ANN RWS Cutoff ANN RWS Load	12 MEM RWS Load UCRS Extract for HRDW	13 F-MBR Check-write	14
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
22	23 MEM C/W Clean up	24 MEM Check-write 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	28
29	30 MEMORIAL DAY 	31				

**June 2005
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ANN/PERS/415(m) Checks and D/D Date	2	3 MEM C/W Cutoff	4
5	6 MEM C/W Clean up	7 MEM Check-write	8 PERS INS Cutoff	9 Unit Values Monthly Update 1 of 2	10 MEM/Update 2 of 2	11 ANN RWS Cutoff UCRS Extract for HRDW
12 MEM RWS Load	13 ANN RWS Load	14 FLAG DAY	15 F-MBR Check-write	16	17 ANN/PERS/415(m) C/W Cutoff	18
19 FATHER'S DAY	20 ANN/PERS/415(m) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	21 MEM C/W Cutoff SUMMER BEGINS	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	30		

**July 2005
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 ANN/PERS/415(m) Checks and D/D Date	2
3	4 INDEPENDENCE 	5 MEM C/W Cutoff	6 MEM Clean up PERS INS Cutoff	7 MEM Check-write	8	9
10	11 ANN RWS Cutoff ANN RWS Load	12 Unit Values Monthly Update 1 of 2 MEM RWS Load	13 MEM/Update 2 of 2	14 UCRS Extract for HRDW	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	21 MEM C/W Cutoff	22 MEM C/W Clean up	23
24	25 MEM Check-write	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	29	30
31	ANN/PERS/415(m) D/D Files Transmit to Mellon Bank					

**August 2005
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ANN/PERS/415(m) Checks and D/D Date	2	3 MEM C/W Cutoff PERS INS Cutoff	4 MEM C/W Clean up	5 MEM Check-write	6
7	8	9 Unit Values Monthly Update 1 of 2	10 MEM/Update 2 of 2	11 ANN RWS Cutoff ANN RWS Load UCRS Extract for HRDW	12 MEM RWS Load	13
14	15 F-MBR Check-write	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
21	22 MEM C/W Clean up	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	31			

**September 2005
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 ANN/PERS/415(m) Checks and D/D Date	2	3
4	5 LABOR DAY 	6 MEM C/W Cutoff	7 MEM C/W Clean up PERS INS Cutoff	8 MEM Check-write	9	10 PATRIOT DAY
11 ANN RWS Cutoff	12 Unit Values Monthly Update 1 of 2 ANN RWS Load MEM RWS Load	13 MEM/Update 2 of 2	14 UCRS Extract for HRDW	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 AUTUMN BEGINS	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	29	30 ANN/PERS/415(m) Checks and D/D Date	

**October 2005
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 MEM C/W Cutoff PERS INS Cutoff	6 MEM C/W Clean up	7 MEM Check-write	8
9	10 COLUMBUS DAY	11 Unit Values Monthly Update 1 of 2 ANN RWS Cutoff ANN RWS Load	12 Mem/Update 2 of 2 MEM RWS Load	13 UCRS Extract for HRDW	14 F-MBR Check-write	15 NATIONAL BOSS DAY
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	21 MEM C/W Cutoff	22
23	24 MEM C/W Clean up	25 MEM Check-write 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 ANN/PERS/415(m) Checks & D/D Stmts Mailing Date	29
30 DAYLIGHT SAVINGS TIME ENDS	31  HALLOWEEN					

**November 2005
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ANN/PERS/415(m) Checks and D/D Date	2 PERS INS Cutoff	3 MEM C/W Cutoff	4 MEM C/W Clean up	5
6	7 MEM Check-write	8 ELECTION DAY	9 Unit Values Monthly Update 1 of 2	10 MEM/Update 2 of 2	11 VETERANS DAY  UCRS Extract for HRDW ANN RWS Cutoff	12 ANN RWS Load MEM RWS Load
13	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 MEM C/W Cutoff	19
20	21 MEM C/W Clean up	22 MEM Check-write 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 THANKSGIVING 	25 UC HOLIDAY 	26
27	28	29 ANN/PERS/415(m) Checks & D/D Stmts Mailing Date	30			

**December 2005
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ANN/PERS/415(m) Checks and D/D Date	1	2	3
4	5 MEM C/W Cutoff	6 MEM C/W Clean up	7 MEM Check-write PERS INS Cutoff	8	9 Unit Values Monthly Update 1 of 2	10
11 ANN RWS Cutoff	12 MEM/Update 2 of 2 ANN RWS Load MEM RWS Load	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 WINTER BEGINS	22 ANN/PERS/415(m) D/D Files Transmit to Mellon Bank	23 WINTER HOLIDAY 	24 CHRISTMAS EVE 
25 CHRISTMAS DAY 	26 WINTER HOLIDAY 	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 	30 NEW YEAR HOLIDAY 	31 NEW YEAR'S EVE 