


**January 2003
CHECKWRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 NEW YEAR'S DAY 	2 UCRS/PERS/415(m) Surepay posting date	3	4
5	6 Refund Cutoff	7 Refund Clean up	8 Refund Checkwrite PERS Cutoff	9	10 Unit Values Monthly Update 1 of 2	11 Mem/Update 2 of 2 Annuitant Workflow Cutoff
12	13 MEM--ICT/THF Download ANN--RWS Download	14	15 F-MBR Checkwrite	16	17 UCRS/PERS/415(m) Cutoff	18
19	20 MARTIN LUTHER KING JR. 	21 Request Preliminary Trial Balance	22 Refund Cutoff	23 Refund Cleanup	24 Refund Checkwrite UCRS/PERS/415(m) Checkwrite S/P Transmit	25
26	27 Send UCRS/ PERS/415(m) Checks to Bulk-Mail	28	29 UCRS/PERS/ 415(m) Checks Mailing Date	30	31	

February 2003
CHECKWRITE SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 CHINESE NEW YEAR
2	3	4	5 Refund Cutoff PERS Cutoff	6 Refund Clean up	7 Refund Checkwrite	8
9	10	11 Unit Values Monthly Update 1 OF 2 Annuitant Workflow Cutoff ANN--RWS Download	12 Mem/Update 2 of 2 MEM--ICT/THF Download	13	14 F-MBR Checkwrite UCRS/PERS/415(m) Cutoff Valentine's Day	15
16	17 PRESIDENTS' DAY 	18 Request Preliminary Trial Balance	19	20	21 Refund Cutoff UCRS/PERS/415(m) Checkwrite S/P Transmit SPRING BEGINS	22
23	24 Refund Clean up Send UCRS/ PERS/415(m) Checks to Bulk-Mail	25 Refund Checkwrite	26 UCRS/PERS/ 415(m) Checks Mailing Date	27	28	

March 2003
CHECKWRITE SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Refund Cutoff PERS Cutoff ASH WEDNESDAY	6 Refund Clean up	7 Refund Checkwrite	8
9	10	11 Unit Values Monthly Update 1 OF 2 Annuitant Workflow Cutoff ANN--RWS Download	12 Mem/Update 2 of 2 MEM--ICT/THF Download	13	14 F-MBR Checkwrite	15
16	17 UCRS/PERS/415(m) Cutoff St. Patrick's Day	18 Request Preliminary Trial Balance	19	20	21 Refund Cutoff	22
23	24 Refund Clean up UCRS/PERS/415(m) Checkwrite S/P Transmit	25 Refund Checkwrite Send UCRS/ PERS/415(m) Checks to Bulk-Mail	26	27 UCRS/PERS/ 415(m) Checks Mailing Date	28 UC SPRING 	29
30	31					

**April 2003
CHECKWRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 PERS Cutoff	3	4 Refund Cutoff	5
6 Daylight Savings Time Begins (Spring forward)	7 Refund Clean up	8 Refund Checkwrite	9	10 Unit Values Monthly Update 1 of 2	11 Mem/Update 2 of 2 Annuitant Workflow Cutoff ANN--RWS Download	12
13	14 MEM--ICT/THF Download	15 F-MBR Checkwrite	16 UCRS/PERS/415(m) Cutoff	17 Request Preliminary Trial Balance PASSOVER	18	19
20 EASTER	21	22 Refund Cutoff	23 Refund Clean up UCRS/PERS/415(m) Checkwrite S/P Transmit	24 Refund Checkwrite Send UCRS/ PERS/415(m) Checks to Bulk-Mail	25	26
27	28 UCRS/PERS/ 415(m) Checks Mailing Date	29	30			

May 2003
CHECKWRITE SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Refund Cutoff	3
4	5 Refund Cutoff	6 Refund Clean up	7 Refund Checkwrite PERS Cutoff	8	9 Unit Values Monthly Update 1 of 2	10 Mem/Update 2 of 2
11 Annuitant Workflow Cutoff Mother's Day	12 MEM--ICT/THF Download ANN--RWS Download	13	14	15 F-MBR Checkwrite UCRS/PERS/415(m) Cutoff	16 Request Preliminary Trial Balance	17
18	19	20	21 Refund Cutoff	22 Refund Clean up UCRS/PERS/415(m) Checkwrite S/P Transmit	23 Refund Checkwrite Send UCRS/ PERS/415(m) Checks to Bulk-Mail	24
25	26 MEMORIAL DAY 	27	28 UCRS/PERS/ 415(m) Checks Mailing Date	29	30	31

June 2003
CHECKWRITE SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Refund Cutoff PERS Cutoff	5 Refund Clean up	6 Refund Checkwrite	7
8	9	10 Unit Values Monthly Update 1 of 2	11 Mem/Update 2 of 2 Annuitant Workflow Cutoff ANN--RWS Download	12 MEM--ICT/THF Download	13 F-MBR Checkwrite	14
15 Father's Day	16 UCRS/PERS/415(m) Cutoff	17 Request Preliminary Trial Balance	18	19	20 Refund Cutoff	21 SUMMER BEGINS
22	23 Refund Clean up UCRS/PERS/415(m) Checkwrite S/P Transmit	24 Refund Checkwrite Send UCRS/ PERS/415(m) Checks to Bulk-Mail	25	26 UCRS/PERS/ 415(m) Checks Mailing Date	27	28
29	30					

July 2003
CHECKWRITE SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 PERS Cutoff	3 Refund Cutoff	4 INDEPENDENCE 	5
6	7 Refund Clean up	8 Refund Checkwrite	9	10 Unit Values Monthly Update 1 of 2	11 Mem/Update 2 of 2 Annuitant Workflow Cutoff ANN--RWS Download	12
13	14 MEM--ICT/THF Download	15 F-MBR Checkwrite	16	17 UCRS/PERS/415(m) Cutoff	18 Request Preliminary Trial Balance	19
20	21 Refund Cutoff	22 Refund Clean up	23 Refund Checkwrite	24 UCRS/PERS/415(m) Checkwrite S/P Transmit	25 Send UCRS/ PERS/415(m) Checks to Bulk-Mail	26
27	28	29 UCRS/PERS/ 415(m) Checks Mailing Date	30	31		


August 2003
CHECKWRITE SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Refund Cutoff	6 Refund Clean up PERS Cutoff	7 Refund Checkwrite	8	9
10	11 Unit Values Monthly Update 1 of 2 Annuitant Workflow Cutoff ANN--RWS Download	12 Mem/Update 2 of 2 MEM--ICT/THF Download	13	14	15 F-MBR Checkwrite UCRS/PERS/415(m) Cutoff	16
17	18 Request Preliminary Trial Balance	19	20	21 Refund Cutoff	22 Refund Clean up UCRS/PERS/415(m) Checkwrite S/P Transmit	23
24	25 Refund Checkwrite Send UCRS/ PERS/415(m) Checks to Bulk-Mail	26	27 UCRS/PERS/ 415(m) Checks Mailing Date	28	29	30
31						

September 2003
CHECKWRITE SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8/31	1 LABOR DAY 	2	3 PERS Cutoff	4 Refund Cutoff	5 Refund Clean up	6
7	8 Refund Checkwrite	9	10 Unit Values Monthly Update 1 of 2	11 Mem/Update 2 of 2 Annuitant Workflow Cutoff ANN--RWS Download	12 MEM--ICT/THF Download	13
14	15 F-MBR Checkwrite	16 UCRS/PERS/415(m) Cutoff	17 Request Preliminary Trial Balance	18	19	20
21	22 Refund Cutoff	23 Refund Clean up UCRS/PERS/415(m) Checkwrite S/P Transmit AUTUMN BEGINS	24 Refund Checkwrite Send UCRS/ PERS/415(m) Checks to Bulk-Mail	25	26 UCRS/PERS/ 415(m) Checks Mailing Date	27
28	29	30				

October 2003
CHECKWRITE SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Refund Cutoff	4
5	6 Refund Clean up	7 Refund Checkwrite	8 PERS Cutoff	9 Unit Values Monthly Update 1 of 2	10 Mem/Update 2 of 2	11 Annuitant Workflow Cutoff
12	13 MEM--ICT/THF Download ANN--RWS Download COLUMBUS DAY	14	15 F-MBR Checkwrite	16 NATIONAL BOSS DAY	17 UCRS/PERS/415(m) Cutoff	18
19	20 Request Preliminary Trial Balance	21 Refund Cutoff	22 Refund Clean up	23 Refund Checkwrite	24 UCRS/PERS/415(m) Checkwrite S/P Transmit	25
26 Daylight Savings Time Ends (Fall Backward)	27 Send UCRS/ PERS/415(m) Checks to Bulk-Mail	28	29 UCRS/PERS/ 415(m) Checks Mailing Date	30	31   HALLOWEEN	

November 2003
CHECKWRITE SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Refund Cutoff	5 Refund Clean up PERS Cutoff	6 Refund Checkwrite	7	8
9	10 Unit Values Monthly Update 1 of 2	11 ELECTION DAY VETERANS DAY  Annuitant Workflow Cutoff	12 Mem/Update 2 of 2 MEM--ICT/THF Download ANN--RWS Download	13 UCRS/PERS/415(m) Cutoff	14 F-MBR Checkwrite Request Preliminary Trial Balance	15
16	17	18	19	20 Refund Cutoff UCRS/PERS/415(m) Checkwrite S/P Transmit	21 Refund Clean up Send UCRS/ PERS/415(m) Checks to Bulk-Mail	22
23	24 Refund Checkwrite	25 UCRS/PERS/ 415(m) Checks Mailing Date	26	27 THANKSGIVING 	28 UC HOLIDAY 	29
30						

December 2003
CHECKWRITE SCHEDULE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/30	1	2	3 PERS Cutoff	4 Refund Cutoff	5 Refund Clean up	6
7	8 Refund Checkwrite	9	10 Unit Values Monthly Update 1 of 2	11 Mem/Update 2 of 2 Annuitant Workflow Cutoff ANN--RWS Download	12 MEM--ICT/THF Download	13
14	15 F-MBR Checkwrite UCRS/PERS/415(m) Cutoff	16 Request Preliminary Trial Balance	17	18 Refund Cutoff	19 Refund Clean up	20 Hanukkah
21	22 Refund Checkwrite UCRS/PERS/415(m) Checkwrite S/P Transmit WINTER BEGINS	23 Send UCRS/ PERS/415(m) Checks to Bulk-Mail check date 01/02/2004	24 CHRISTMAS EVE 	25 CHRISTMAS DAY 	26	27
28	29	30 UCRS/PERS/ 415(m) Checks Mailing Date check date 01/02/2004	31 NEW YEAR'S EVE 	1 NEW YEAR'S DAY 	2 UCRS/PERS/415(m) Surepay posting date	3