

**January 2004
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 NEW YEAR'S DAY 	2	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	12 Unit Values Monthly Update 1 of 2 ANN RWS Load MEM RWS Load	13 MEM/Update 2 of 2	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 Trial Balance UCRS/F-MBR INS Cutoff	21 MEM C/W Cutoff	22 MEM C/W Clean up CHINESE NEW YEAR	23 MEM Check-write ANN/PERS/415(m) S/P Files Transmit to Mellon Bank	24
25	26 Send ANN/PERS/ 415(m) Checks & S/P Stmts to Bulk-Mail	27	28 ANN/PERS/415(m) Checks and S/P Stmts Mailing Date	29	30	31

**February 2004
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	9	10 Unit Value Monthly Update 1 of 2	11 MEM/Update 2 of 2 ANN RWS Cutoff ANN RWS Load	12 MEM RWS Load LINCOLN'S BIRTHDAY	13 F-MBR Check-write ANN/PERS/415(m) C/W Cutoff	14 VALENTINE'S DAY
15	16 PRESIDENTS' DAY 	17 ANN/PERS/415(m) C/W Preliminary Trial Balance UCRS/F-MBR INS Cutoff	18	19	20 MEM C/W Cutoff	21
22 WASHINGTON'S B/D	23 MEM C/W Clean up ANN/PERS/415(m) S/P Files Transmit to Mellon Bank	24 MEM Check-write Send ANN/PERS/ 415(m) Checks & S/P Stmts to Bulk-Mail	25	26 ANN/PERS/415(m) Checks & S/P Stmts Mailing Date	27	28
29						


**March 2004
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ANN/PERS/415(m) Checks and S/P Date	2	3 PERS INS Cutoff	4 MEM C/W Cutoff	5 MEM C/W Clean up	6
7	8 MEM Check-write	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	13
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 MEM C/W Cutoff	20 SPRING BEGINS
21	22 MEM C/W Clean up	23 MEM Check-write	24 ANN/PERS/415(m) S/P Files Transmit to Mellon Bank	25 Send ANN/PERS/ 415(m) Checks & S/P Stmts to Bulk-Mail	26 CESAR CHAVEZ 	27
28	29	30 ANN/PERS/415(m) Checks & S/P Stmts Mailing Date	31			

**April 2004
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 ANN/PERS/415(m) Checks and S/P Date	2	3
4 DAYLIGHT SAVINGS TIME BEGINS	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 GOOD FRIDAY	10 MEM/Update 2 of 2
11 ANN RWS Cutoff EASTER	12 ANN RWS Load MEM RWS Load	13	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	23 MEM Check-write ANN/PERS/415(m) S/P Files Transmit to Mellon Bank	24
25	26 Send ANN/PERS/ 415(m) Checks & S/P Stmts to Bulk-Mail	27	28 ANN/PERS/415(m) Checks & S/P Stmts Mailing Date	29	30 ANN/PERS/415(m) Checks and S/P Date	

**May 2004
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 MOTHER'S DAY	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	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	22
23	24 MEM Check-write ANN/PERS/415(m) S/P Files Transmit to Mellon Bank	25 Send ANN/PERS/ 415(m) Checks & S/P Stmts to Bulk-Mail	26	27 ANN/PERS/415(m) Checks & S/P Stmts Mailing Date	28	29
30	31 MEMORIAL DAY 					

**June 2004
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ANN/PERS/415(m) Checks and S/P 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	12 MEM RWS Load
13	14 FLAG DAY	15 F-MBR Check-write	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 FATHER'S DAY	21 MEM C/W Cutoff	22 MEM C/W Clean up	23 MEM Check-write	24 ANN/PERS/415(m) S/P Files Transmit to Mellon Bank	25 Send ANN/PERS/ 415(m) Checks & S/P Stmts to Bulk-Mail	26
27	28	29 ANN/PERS/415(m) Checks & S/P Stmts Mailing Date	30			

**July 2004
CHECK-WRITE SCHEDULE**

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

**August 2004
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	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	13 F-MBR Check-write	14
15	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
22	23 MEM C/W Clean up	24 MEM Check-write	25 ANN/PERS/415(m) S/P Files Transmit to Mellon Bank	26 Send ANN/PERS/ 415(m) Checks & S/P Stmts to Bulk-Mail	27	28
29	30 ANN/PERS/415(m) Checks & S/P Stmts Mailing Date	31				

**September 2004
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ANN/PERS/415(m) Checks and S/P Date	2	3 MEM C/W Cutoff	4
5	6 LABOR DAY 	7 MEM C/W Clean up	8 MEM Check-write PERS INS Cutoff	9	10 Unit Values Monthly Update 1 of 2	11 MEM/Update 2 of 2 ANN RWS Cutoff PATRIOT DAY
12 MEM RWS Load	13 ANN RWS Load	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 Trial Balance UCRS/F-MBR INS Cutoff	21	22 MEM C/W Cutoff AUTUMN BEGINS	23 MEM C/W Clean up	24 MEM Check-write ANN/PERS/415(m) S/P Files Transmit to Mellon Bank	25
26	27 Send ANN/PERS/ 415(m) Checks & S/P Stmts to Bulk-Mail	28	29 ANN/PERS/415(m) Checks & S/P Stmt Mailing Date	30		

**October 2004
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 ANN/PERS/415(m) Checks and S/P Date	2
3	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 COLUMBUS DAY	12 Mem/Update 2 of 2 MEM RWS Load	13	14	15 F-MBR Check-write	16 NATIONAL BOSS DAY
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 ANN/PERS/415(m) S/P Files Transmit to Mellon Bank	26 Send ANN/PERS/ 415(m) Checks & S/P Stmts to Bulk-Mail	27	28 ANN/PERS/415(m) Checks & S/P Stmts Mailing Date	29	30
31 HALLOWEEN  DAYLIGHT SAVINGS TIME ENDS						

**November 2004
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ANN/PERS/415(m) Checks and S/P Date	2 ELECTION DAY	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 1 of 2	11 VETERANS DAY  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	19 MEM C/W Cutoff	20
21	22 MEM C/W Clean up ANN/PERS/415(m) S/P Files Transmit to Mellon Bank	23 MEM Check-write Send ANN/PERS/ 415(m) Checks & S/P Stmts to Bulk-Mail	24	25 THANKSGIVING 	26 UC HOLIDAY 	27
28	29 ANN/PERS/415(m) Checks & S/P Stmts Mailing Date	30				

**December 2004
CHECK-WRITE SCHEDULE**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ANN/PERS/415(m) Checks and S/P Date	2	3 MEM C/W Cutoff	4
5	6 MEM C/W Clean up	7 MEM Check-write	8 PERS INS Cutoff HANUKKAH	9 Unit Values Monthly Update 1 of 2	10 MEM/Update 2 of 2	11 ANN RWS Cutoff
12 MEM RWS Load	13 ANN RWS Load	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
19	20 MEM C/W Cutoff	21 MEM C/W Clean up WINTER BEGINS	22 MEM Check-write	23 ANN/PERS/415(m) S/P Files Transmit to Mellon Bank	24 CHRISTMAS EVE 	25 CHRISTMAS DAY 
26	27 WINTER HOLIDAY 	28 Send ANN/PERS/ 415(m) Checks & S/P Stmts to Bulk-Mail	29	30 UC HOLIDAY ANN/PERS/ 415(m) Checks & S/P Stmts Mailing Date 	31 NEW YEAR'S EVE 	