

# SEPTEMBER 2011

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<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Aug 2011</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Oct 2011</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td></td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div>	M	T	W	T	F	S	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					M	T	W	T	F	S	S					1	2		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									<p style="text-align: right;">1</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> <b>BILL0011: Retiree Bill and Bank Drafts; Current Month</b> </div> <div style="border: 1px solid black; padding: 2px;"> <b>Insurance Initialization</b> </div>	<p style="text-align: right;">2</p>
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<p style="text-align: right;">5</p> <div style="border: 1px solid black; padding: 2px; background-color: #800000; color: white; text-align: center;"> <b>Labor Day for: H, I, J, K, N, O, R, T, V</b> </div>	<p style="text-align: right;">6</p>	<p style="text-align: right;">7</p> <div style="border: 1px solid black; padding: 2px;"> <small>INSUR019/13W/FTP - 6 pm: Carrier Change File</small> </div>	<p style="text-align: right;">8</p>	<p style="text-align: right;">9</p>																																																																																											
<p style="text-align: right;">12</p>	<p style="text-align: right;">13</p> <div style="border: 1px solid black; padding: 2px; background-color: #008000; color: white; text-align: center;"> <b>3 pm - Biweekly Payroll Calculation #12-01</b> </div>	<p style="text-align: right;">14</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <b>BILL0005-Bank Draft Edit Report: Next Month</b> </div> <div style="border: 1px solid black; padding: 2px;"> <small>INSUR019/13W/FTP - 6 pm: Carrier Change File</small> </div>	<p style="text-align: right;">15</p> <div style="border: 1px solid black; padding: 2px; background-color: #000080; color: white; text-align: center;"> <b>2:00 TTVN Meeting</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <small>BILL0006 - PastDue Notices: Current Month</small> </div>	<p style="text-align: right;">16</p> <div style="border: 1px solid black; padding: 2px;"> <b>BILL0009 - Cancellations: Current Month</b> </div>																																																																																											
<p style="text-align: right;">19</p> <div style="border: 1px solid black; padding: 2px;"> <small>BILL0007/015/019 - Retiree Billing Month End - Current Month</small> </div>	<p style="text-align: right;">20</p> <div style="border: 1px solid black; padding: 2px;"> <small>BILL0008-Retiree Bills and Bank Draft: Next Month</small> </div>	<p style="text-align: right;">21</p> <div style="border: 1px solid black; padding: 2px;"> <small>INSUR019/13W/FTP - 6 pm: Carrier Change File</small> </div>	<p style="text-align: right;">22</p> <div style="border: 1px solid black; padding: 2px; background-color: #008000; color: white; text-align: center;"> <b>3 pm - Monthly Payroll Calculation</b> </div>	<p style="text-align: right;">23</p>																																																																																											
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<b>MONTH-END</b>																																																																																															

# OCTOBER 2011

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3 INSUR022 - 4 pm: Carrier Audit File	4 INSUR019/13W/FTP - 6 pm: Carrier Change File	5 BILL0004/0006-Requested Bills & PastDue Notices: Current Month  <b>Supplemental Pay-Calc at Noon</b>	6	7																																																																																																		
10 <b>Bank Holiday - Columbus Day</b>	11 <b>3 pm - Biweekly Payroll Calculation #12-03</b>	12 <b>2:00 TTVN Meeting</b> BILL0005-Bank Draft Edit Report: Next Month  INSUR019/13W/FTP - 6 pm: Carrier Change File	13	14																																																																																																		
17 BILL0009 - Cancellations: Current Month	18	19 BILL0007/015/019 - Retiree Billing Month End - Current Month  INSUR019/13W/FTP - 6 pm: Carrier Change File	20 <b>3 pm - Monthly Payroll Calculation</b> BILL0008-Retiree Bills and Bank Draft: Next Month	21																																																																																																		
24	25 <b>3 pm - Biweekly Payroll Calculation #12-04</b>	26 INSUR019/13W/FTP - 6 pm: Carrier Change File	27 BILL0013 - Delete old invoices(tentative)	28																																																																																																		
<b>MONTH-END</b>																																																																																																						
31 BILL0010 - Last Day PrePay Rpt - Current Month  INSUR019/13M/13W/FTP - Noon: Carrier Change File	<table border="1"> <thead> <tr> <th colspan="7">SEP 2011</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table>		SEP 2011							M	T	W	T	F	S	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<table border="1"> <thead> <tr> <th colspan="7">Nov 2011</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> </tr> </tbody> </table>		Nov 2011							M	T	W	T	F	S	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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# NOVEMBER 2011

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	1 INSUR022 - 4 pm: Carrier Audit File INSURA10	2 INSUR019/13W/FTP - 6 pm: Carrier Change File <b>Supplemental Pay-Calc at Noon</b>	3	4																																																																																																																
7 BILL0004/0006-Requested Bills & PastDue Notices: Current Month	8 <b>3 pm - Biweekly Payroll Calculation #12-05</b>	9 <b>2:00 TTVN Meeting</b> INSUR019/13W/FTP - 6 pm: Carrier Change File	10	11 <b>Bank Holiday - Veteran's Day</b> <b>Veteran's Day for K</b>																																																																																																																
14	15 BILL0009 - Cancellations: Current Month	16 BILL0005-Bank Draft Edit Report: Next Month INSUR019/13W/FTP - 6 pm: Carrier Change File	17 <b>MONPAY52</b>	18 <b>3 pm - Biweekly Payroll Calculation #12-06</b> BILL0007/015/019 - Retiree Billing Month End - Current Month																																																																																																																
21 BILL0008-Retiree Bills and Bank Draft: Next Month	22 <b>3 pm - Monthly Payroll Calculation</b>	23 INSUR019/13W/FTP - 6 pm: Carrier Change File	24	25																																																																																																																
	<b>MONTH-END</b>		<b>Thanksgiving Day</b>																																																																																																																	
28	29	30 BILL0010 - Last Day PrePay Rpt - Current Month INSUR019/13M/13W/FTP - Noon: Carrier Change File	<table border="1"> <thead> <tr> <th colspan="7">Oct 2011</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Dec 2011</th> </tr> <tr> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Oct 2011							M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							Dec 2011							M	T	W	T	F	S	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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<b>Christmas thru New Year Holiday Break: All Workstations</b>																																																																																															

# JANUARY 2012

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<p>2</p> <p>INSUR022 - 4 pm: Carrier Audit File</p> <p>New Year's Day * - Bank Holiday</p> <p>New Year's Holiday for H and V only</p>	<p>3</p> <p>3 pm - Biweekly Payroll Calculation #12-09</p>	<p>4</p> <p>INSUR019/13W/FTP - Noon: Carrier Change File</p>	<p>5</p> <p>BILL004/0006-Requested Bills &amp; PastDue Notices: Current Month</p>	<p>6</p> <p>PAYRL40</p>																																																																																					
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<p>16</p> <p>Martin Luther King, Jr.</p>	<p>17</p> <p>BILL0009 - Cancellations: Current Month</p>	<p>18</p> <p>INSUR019/13W/FTP - 6 pm: Carrier Change File</p>	<p>19</p> <p>BILL0007/015/019 - Retiree Billing Month End - Current Month</p>	<p>20</p> <p>BILL0008-Retiree Bills and Bank Draft: Next Month</p>																																																																																					
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# FEBRUARY 2012

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# MARCH 2012

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# APRIL 2012

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# JUNE 2012

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