



# Pension Benefit Guaranty Corporation

1200 K Street, N.W., Washington, D.C. 20005-4026

## MEMORANDUM

Date: 26-May-05  
To: Distribution  
From: XXX, RSD/BPB  
Subject: June 2005 Ledger loading schedule and action items for State Street Corporation (SSC), Benefit Payment Branch (BPB) and Office of Information Technology (OIT). Deadlines are close of business unless otherwise noted.

06/01	SSC	Off cycle check run and ledger posting.
06/02	BPB	NOON - Review 06/01 off cycle ledgers. Coordinate load with OIT.
06/02	OIT	Load 06/01 off cycle ledgers.
06/04	SSC	Post adjustment ledgers for week ending 06/03.
06/06	BPB	NOON - Review 06/03 adjustment ledgers. Coordinate load with OIT.
06/06	OIT	Load 06/03 adjustment ledgers.
06/08	SSC	Off cycle check run and ledger posting.
06/09	BPB	NOON - Review 06/08 off cycle ledgers. Coordinate load with OIT.
06/09	OIT	Load 06/08 off cycle ledgers.
06/11	SSC	Post adjustment ledgers for week ending 06/10.
06/13	BPB	NOON - Review 06/10 adjustment file. Coordinate load with OIT.
06/13	OIT	Load 06/10 adjustment ledgers.
06/16	OIT	7:00 A.M. Load Annuity, Special Check and Lump Sum Trial Balance Extracts. Run Variance Determination Procedures.

06/16	SSC	Off cycle check run and ledger posting.
06/16	SSC	Trial Balance extracts for Annuities, Special Checks and Lump Sums transferred to PBGC.
06/17	BPB	NOON - Review 06/16 off cycle ledgers. Coordinate load with OIT.
06/17	OIT	Load 06/16 off cycle ledgers.
06/18	SSC	Post adjustment ledgers for week ending 06/17.
06/20	BPB	NOON - Review 06/17 adjustment file. Coordinate load with OIT.
06/20	OIT	Load 06/17 adjustment ledgers.
06/22	SSC	CHECK RUN for Annuities and Special checks. Post Annuity and Special Check ledgers.
06/23	BPB	NOON - Review Annuity and Special Check ledgers. Coordinate load with OIT.
06/23	SSC	Run Lump Sum checks and post ledgers.
06/24	BPB	NOON - Review lump sum ledgers. Coordinate load with OIT.
06/24	OIT	Load lump sum ledgers.
06/24	OIT	Loading of Annuity and Special Check ledgers to Genesis is complete. Ledgers are available to users at the start of the business day.
06/24	SSC	Off cycle check run and ledger posting.
06/24	SSC	Run Lump Sum Split checks and post ledgers.
06/25	SSC	Post adjustment ledgers for week ending 06/24.
06/27	BPB	Ledger corrections complete. Coordinate load with OIT.
06/27	BPB	NOON - Review 06/24 adjustment file. Coordinate load with OIT.

06/27	BPB	NOON - Review 06/24 off cycle ledgers. Coordinate load with OIT.
06/27	BPB	NOON - Review lump sum split ledgers. Coordinate load with OIT.
06/27	OIT	Load 06/24 adjustment ledgers.
06/27	OIT	Load 06/24 off cycle ledgers.
06/27	OIT	Load lump sum split ledgers.
06/28	OIT	Earliest date to launch Balancer, Single/Multi and Examiner jobs.
06/29	SSC	Off cycle check run and ledger posting.
06/30	BPB	NOON - Review 06/29 off cycle ledgers. Coordinate load with OIT.
06/30	OIT	Load 06/29 off cycle ledgers.
07/02	SSC	Post adjustment ledgers for week ending 07/01.
07/05	BPB	NOON - Review 07/01 adjustment file. Coordinate load with OIT.
07/05	OIT	Load 07/01 adjustment ledgers.

Distribution:

SSC	XXX
OIT	XXX
IOD	XXX