

August 14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 27	28	29	30	31	August 1	2
			★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
3	4	5	6	7	8	9
	■ A - Reports ready by 10		★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
10	11	12	13	14	15	16
	■ B - Reports ready by 10		★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
17	18	19	20	21	22	23
	■ A - Reports ready by 10		★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
24	25	26	27	28	29	30
	■ B - Reports ready by 10		★ B - Pay day	■ A - Payroll clears edits	■ A - Reports ready by 10	
			■ A - Lockdown 2:00pm			
31						
Cycle A – Time and Attendance						
Cycle B – Maintenance						