

December 14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 30	December 1	2	3	4	5	6
	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Reports ready by 10		<div style="color: yellow;">★</div> B - Pay day	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Lockdown 2:00pm	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Payroll clears edits	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
7	8	9	10	11	12	13
	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Reports ready by 10		<div style="color: yellow;">★</div> A - Pay day	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Lockdown 2:00pm	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Payroll clears edits	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
14	15	16	17	18	19	20
	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Reports ready by 10		<div style="color: yellow;">★</div> B - Pay day	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Lockdown 2:00pm	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Payroll clears edits	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
21	22	23	24	25	26	27
	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Reports ready by 10	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Lockdown 2:00pm	<div style="color: yellow;">★</div> A - Pay day <div style="background-color: #00aaff; padding: 2px;">■</div> B - Payroll clears edits	Holiday		
Cycle B – Time and Attendance						
Cycle A – Maintenance						
Cycle A – Maintenance						
28	29	30	31	January 1	2	3
	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Reports ready by 10		<div style="color: yellow;">★</div> B - Pay day <div style="background-color: #90ee90; padding: 2px;">■</div> A - Lockdown 2:00pm	Holiday	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Payroll clears edits	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
Cycle B – Maintenance						