

February 14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 26	27	28	29	30	31	February 1
	<div style="display: flex; align-items: center;"> B - Reports ready by 10 </div>		<div style="display: flex; align-items: center;"> ★ B - Pay day </div>	<div style="display: flex; align-items: center;"> A - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> A - Payroll clears edits </div>	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
2	3	4	5	6	7	8
	<div style="display: flex; align-items: center;"> A - Reports ready by 10 </div>		<div style="display: flex; align-items: center;"> ★ A - Pay day </div>	<div style="display: flex; align-items: center;"> B - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> B - Payroll clears edits </div>	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
9	10	11	12	13	14	15
	<div style="display: flex; align-items: center;"> B - Reports ready by 10 </div>		<div style="display: flex; align-items: center;"> ★ B - Pay day </div> <div style="display: flex; align-items: center; margin-top: 5px;"> A - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> A - Payroll clears edits </div>	<div style="display: flex; align-items: center;"> A - Reports ready by 10 </div>	
Cycle A – Time and Attendance					Cycle B – Time and Attendance	
Cycle B – Maintenance						Cycle A – Maintenance
16	17	18	19	20	21	22
	Holiday		<div style="display: flex; align-items: center;"> ★ A - Pay day </div>	<div style="display: flex; align-items: center;"> B - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> B - Payroll clears edits </div>	
Cycle B – Time and Attendance			Cycle A – Maintenance			
23	24	25	26	27	28	March 1
	<div style="display: flex; align-items: center;"> B - Reports ready by 10 </div>		<div style="display: flex; align-items: center;"> ★ B - Pay day </div>	<div style="display: flex; align-items: center;"> A - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> A - Payroll clears edits </div>	
Cycle A – Time and Attendance						
Cycle B – Maintenance						