

# November 14

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