

August 15

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