

December 15

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 29	30	December 1	2	3	4	5
	<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						
6	7	8	9	10	11	12
	<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						
13	14	15	16	17	18	19
	<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						
20	21	22	23	24	25	26
	<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	Holiday	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
27	28	29	30	31	January 1	2
	<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	Holiday	
Cycle A – Time and Attendance						
Cycle B – Maintenance						