

February 15

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 1	2	3	4	5	6	7
	<div style="background-color: #92d050; padding: 2px;">A - Reports ready by 10</div>		<div style="background-color: #ffff00; padding: 2px;">★ A - Pay day</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Payroll clears edits</div>	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
8	9	10	11	12	13	14
	<div style="background-color: #00b0f0; padding: 2px;">B - Reports ready by 10</div>		<div style="background-color: #ffff00; padding: 2px;">★ B - Pay day</div> <div style="background-color: #92d050; padding: 2px;">A - Lockdown 2:00pm</div>	<div style="background-color: #92d050; padding: 2px;">A - Payroll clears edits</div>	<div style="background-color: #92d050; padding: 2px;">A - Reports ready by 10</div>	
Cycle A – Time and Attendance					Cycle B – Time and Attendance	
Cycle B – Maintenance					Cycle A – Maintenance	
15	16	17	18	19	20	21
	Holiday		<div style="background-color: #ffff00; padding: 2px;">★ A - Pay day</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Payroll clears edits</div>	
Cycle B – Time and Attendance					Cycle A – Maintenance	
22	23	24	25	26	27	28
	<div style="background-color: #00b0f0; padding: 2px;">B - Reports ready by 10</div>		<div style="background-color: #ffff00; padding: 2px;">★ B - Pay day</div>	<div style="background-color: #92d050; padding: 2px;">A - Lockdown 2:00pm</div>	<div style="background-color: #92d050; padding: 2px;">A - Payroll clears edits</div>	
Cycle A – Time and Attendance					Cycle B – Maintenance	
March 1	2	3	4	5	6	7
	<div style="background-color: #92d050; padding: 2px;">A - Reports ready by 10</div>		<div style="background-color: #ffff00; padding: 2px;">★ A - Pay day</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Payroll clears edits</div>	
Cycle B – Time and Attendance					Cycle A – Maintenance	