

## October 15

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