

January 16

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