

November 16

November 16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 30	31	November 1	2	3	4	5
	<div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">B - Reports ready by 10</div>		<div style="background-color: #ffc000; font-weight: bold; padding: 2px; margin-bottom: 5px;">★ B - Pay day</div>	<div style="background-color: #70ad47; color: white; padding: 2px; margin-bottom: 5px;">A - Lockdown 2:00pm</div>	<div style="background-color: #70ad47; color: white; padding: 2px; margin-bottom: 5px;">A - Payroll clears edits</div>	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
6	7	8	9	10	11	12
	<div style="background-color: #70ad47; color: white; padding: 2px; margin-bottom: 5px;">A - Reports ready by 10</div>	<div style="background-color: #ffc000; font-weight: bold; padding: 2px; margin-bottom: 5px;">★ A - Pay day</div>	<div style="background-color: #ffc000; font-weight: bold; padding: 2px; margin-bottom: 5px;">★ A - Pay day</div> <div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">B - Lockdown 2:00pm</div>	<div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">B - Payroll clears edits</div>	Holiday	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
13	14	15	16	17	18	19
	<div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">B - Reports ready by 10</div>		<div style="background-color: #ffc000; font-weight: bold; padding: 2px; margin-bottom: 5px;">★ B - Pay day</div>	<div style="background-color: #70ad47; color: white; padding: 2px; margin-bottom: 5px;">A - Lockdown 2:00pm</div>	<div style="background-color: #70ad47; color: white; padding: 2px; margin-bottom: 5px;">A - Payroll clears edits</div>	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
20	21	22	23	24	25	26
	<div style="background-color: #70ad47; color: white; padding: 2px; margin-bottom: 5px;">A - Reports ready by 10</div>	<div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">B - Lockdown 2:00pm</div>	<div style="background-color: #ffc000; font-weight: bold; padding: 2px; margin-bottom: 5px;">★ A - Pay day</div> <div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">B - Payroll clears edits</div>	Holiday	Holiday	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
27	28	29	30	December 1	2	3
	<div style="background-color: #4f81bd; color: white; padding: 2px; margin-bottom: 5px;">B - Reports ready by 10</div>		<div style="background-color: #ffc000; font-weight: bold; padding: 2px; margin-bottom: 5px;">★ B - Pay day</div>	<div style="background-color: #70ad47; color: white; padding: 2px; margin-bottom: 5px;">A - Lockdown 2:00pm</div>	<div style="background-color: #70ad47; color: white; padding: 2px; margin-bottom: 5px;">A - Payroll clears edits</div>	
Cycle A – Time and Attendance						
Cycle B – Maintenance						