

October 16

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