

December 17

December 17						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 26	27	28	29	30	December 1	2
	<div style="background-color: #0070c0; color: white; padding: 2px;">B - Reports ready by 10</div>		<div style="background-color: #ffc000; padding: 2px;">★ B - Pay day</div>	<div style="background-color: #70ad47; padding: 2px;">A - Lockdown 2:00pm</div>	<div style="background-color: #70ad47; padding: 2px;">A - Payroll clears edits</div>	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
3	4	5	6	7	8	9
	<div style="background-color: #70ad47; padding: 2px;">A - Reports ready by 10</div>		<div style="background-color: #ffc000; padding: 2px;">★ A - Pay day</div>	<div style="background-color: #0070c0; padding: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #0070c0; padding: 2px;">B - Payroll clears edits</div>	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
10	11	12	13	14	15	16
	<div style="background-color: #0070c0; padding: 2px;">B - Reports ready by 10</div>		<div style="background-color: #ffc000; padding: 2px;">★ B - Pay day</div>	<div style="background-color: #70ad47; padding: 2px;">A - Lockdown 2:00pm</div>	<div style="background-color: #70ad47; padding: 2px;">A - Payroll clears edits</div>	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
17	18	19	20	21	22	23
	<div style="background-color: #70ad47; padding: 2px;">A - Reports ready by 10</div>		<div style="background-color: #ffc000; padding: 2px;">★ A - Pay day</div> <div style="background-color: #0070c0; padding: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #0070c0; padding: 2px;">B - Payroll clears edits</div>	<div style="background-color: #0070c0; padding: 2px;">B - Reports ready by 10</div>	
	Cycle B – Time and Attendance					Cycle A – Time and Attendance
	Cycle A – Maintenance				Cycle B – Maintenance	
24	25	26	27	28	29	30
	Holiday		<div style="background-color: #ffc000; padding: 2px;">★ B - Pay day</div> <div style="background-color: #70ad47; padding: 2px;">A - Lockdown 2:00pm</div>	<div style="background-color: #70ad47; padding: 2px;">A - Payroll clears edits</div>	<div style="background-color: #70ad47; padding: 2px;">A - Reports ready by 10</div>	
	Cycle A – Time and Attendance					Cycle B – Time and Attendance
31	Cycle B – Maintenance				Cycle A – Maintenance	