

## February 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 28	29	30	31	February 1	2	3
	<div style="background-color: #92d050; padding: 2px;">A - Reports ready by 10</div>		<div style="background-color: #ffff00; padding: 2px;">★ A - Pay day</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Payroll clears edits</div>	
<b>Cycle B – Time and Attendance</b>						
<b>Cycle A – Maintenance</b>						
4	5	6	7	8	9	10
	<div style="background-color: #00b0f0; padding: 2px;">B - Reports ready by 10</div>		<div style="background-color: #ffff00; padding: 2px;">★ B - Pay day</div>	<div style="background-color: #92d050; padding: 2px;">A - Lockdown 2:00pm</div>	<div style="background-color: #92d050; padding: 2px;">A - Payroll clears edits</div>	
<b>Cycle A – Time and Attendance</b>						
<b>Cycle B – Maintenance</b>						
11	12	13	14	15	16	17
	<div style="background-color: #92d050; padding: 2px;">A - Reports ready by 10</div>		<div style="background-color: #ffff00; padding: 2px;">★ A - Pay day</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Payroll clears edits</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Reports ready by 10</div>	
<b>Cycle B – Time and Attendance</b>				<b>Cycle A – Time and Attendance</b>		
<b>Cycle A – Maintenance</b>				<b>Cycle B – Maintenance</b>		
18	19	20	21	22	23	24
	Holiday		<div style="background-color: #ffff00; padding: 2px;">★ B - Pay day</div>	<div style="background-color: #92d050; padding: 2px;">A - Lockdown 2:00pm</div>	<div style="background-color: #92d050; padding: 2px;">A - Payroll clears edits</div>	
		<b>Cycle A – Time and Attendance</b>				
<b>Cycle B – Maintenance</b>						
25	26	27	28	March 1	2	3
	<div style="background-color: #92d050; padding: 2px;">A - Reports ready by 10</div>		<div style="background-color: #ffff00; padding: 2px;">★ A - Pay day</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Payroll clears edits</div>	
<b>Cycle B – Time and Attendance</b>						
<b>Cycle A – Maintenance</b>						