

# January 18

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