

May 18

May 18						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 29	30	May 1	2	3	4	5
	<div style="background-color: #0070c0; color: white; padding: 2px; margin-bottom: 5px;">B - Reports ready by 10</div>		<div style="color: #ffc000; font-size: 1.2em;">★</div> B - Pay day	<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="color: #ffc000; font-size: 1.2em;">★</div> A - Pay day	<div style="background-color: #0070c0; color: white; padding: 2px; margin-bottom: 5px;">B - Lockdown 2:00pm</div>	<div style="background-color: #0070c0; color: white; padding: 2px; margin-bottom: 5px;">B - Payroll clears edits</div>	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
13	14	15	16	17	18	19
	<div style="background-color: #0070c0; color: white; padding: 2px; margin-bottom: 5px;">B - Reports ready by 10</div>		<div style="color: #ffc000; font-size: 1.2em;">★</div> B - Pay day	<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="color: #ffc000; font-size: 1.2em;">★</div> A - Pay day <div style="background-color: #0070c0; color: white; padding: 2px; margin-bottom: 5px;">B - Lockdown 2:00pm</div>	<div style="background-color: #0070c0; color: white; padding: 2px; margin-bottom: 5px;">B - Payroll clears edits</div>	<div style="background-color: #0070c0; color: white; padding: 2px; margin-bottom: 5px;">B - Reports ready by 10</div>	
Cycle B – Time and Attendance					Cycle A – Time and Attendance	
Cycle A – Maintenance					Cycle B – Maintenance	
27	28	29	30	31	June 1	2
	Holiday		<div style="color: #ffc000; font-size: 1.2em;">★</div> B - Pay day	<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						