

## October 18

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