


April 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 30	31	April 1	2	3	4	5
	A-Reports ready by 10		A – Paydate	B - Lockdown 2:00 p.m	B - Payroll Clears Edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
6	7	8	9	10	11	12
	B-Reports ready by 10		B – Paydate	A - Lockdown 2:00 p.m	A - Payroll Clears Edits	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
13	14	15	16	17	18	19
	A-Reports ready by 10		A – Paydate B - Lockdown 2:00 p.m	B - Payroll Clears Edits	B-Reports ready by 10	
	Cycle B – Time and Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance					Cycle B – Maintenance
20	21	22	23	24	25	26
	Patriots Day 		B – Paydate	A- Lockdown 2:00 p.m	A - Payroll Clears Edits	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
27	28	29	30	May 1	2	3
	A-Reports ready by 10		A – Paydate	B - Lockdown 2:00 p.m	B - Payroll Clears Edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					