

April 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 29	30	31	April 1	2	3	4
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	
	Cycle B – Time & Attendance				Cycle A – Time and Attendance	Cycle B – Maintenance
	Cycle A – Maintenance				Cycle B – Maintenance	
5	6	7	8	9	10	11
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -A Off Cycle Check Processing-B	
	Cycle A – Time and Attendance				Cycle B – Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
12	13	14	15	16	17	18
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	Employee Time Submission
	Cycle B – Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	
19	20	21	22	23	24	25
	PATRIOTS DAY 	Pay Input (EIB) 2 pm Deadline Supervisor approval AM	B – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -A Off Cycle Check Processing-B	
	Cycle A – Time and Attendance				Cycle B – Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
26	27	28	29	30	May 1	2
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	
	Cycle B – Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	