


April 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 29	30	31	April 1	2	3	4
	Employee Time Submission by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am	
	Cycle B Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance					Cycle B – Maintenance
5	6	7	8	9	10	11
	Employee Time Submission by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	B– Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle A Open 9am Off Cycle Check Processing-B by 9 am	
	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 by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am	Employee Time Submission Supervisor Approval
	Cycle B Time & Attendance				Employee time submission Supervisor Approval	
	Cycle A – Maintenance					Cycle A – Time and Attendance
						Cycle B – Maintenance
19	20	21	22	23	24	25
	PATRIOTS DAY 	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	B – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle A Open 9am Off Cycle Check Processing-B by 9 am	
		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 by 11 am Supervisor approval by 2 pm	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am	
	Cycle B Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance					Cycle B – Maintenance