

April 20

April 20						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 29	30	31	April 1	2	3	4
	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #00a0e3; margin-right: 5px;"></div> B - Reports ready by 10 </div>		<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #ffc000; margin-right: 5px;"></div> ★ B - Pay day </div>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #70ad47; margin-right: 5px;"></div> A - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #70ad47; margin-right: 5px;"></div> A - Payroll clears edits </div>	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
5	6	7	8	9	10	11
	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #70ad47; margin-right: 5px;"></div> A - Reports ready by 10 </div>		<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #ffc000; margin-right: 5px;"></div> ★ A - Pay day </div>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #00a0e3; margin-right: 5px;"></div> B - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #00a0e3; margin-right: 5px;"></div> B - Payroll clears edits </div>	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
12	13	14	15	16	17	18
	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #00a0e3; margin-right: 5px;"></div> B - Reports ready by 10 </div>		<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #ffc000; margin-right: 5px;"></div> ★ B - Pay day </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="width: 10px; height: 10px; background-color: #70ad47; margin-right: 5px;"></div> A - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #70ad47; margin-right: 5px;"></div> A - Payroll clears edits </div>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #70ad47; margin-right: 5px;"></div> A - Reports ready by 10 </div>	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
19	20	21	22	23	24	25
	Holiday		<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #ffc000; margin-right: 5px;"></div> ★ A - Pay day </div>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #00a0e3; margin-right: 5px;"></div> B - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #00a0e3; margin-right: 5px;"></div> B - Payroll clears edits </div>	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
26	27	28	29	30	May 1	2
	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #00a0e3; margin-right: 5px;"></div> B - Reports ready by 10 </div>		<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #ffc000; margin-right: 5px;"></div> ★ B - Pay day </div>	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #70ad47; margin-right: 5px;"></div> A - Lockdown 2:00pm </div>		
Cycle A – Time and Attendance						
Cycle B – Maintenance						

May 20

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

June 20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 31	June 1	2	3	4	5	6
	<div style="background-color: #90EE90; padding: 2px; margin-bottom: 5px;">A - Reports ready by 10</div> <div style="background-color: #00B0F0; padding: 2px; margin-bottom: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #90EE90; padding: 2px;">Cycle A – Maintenance</div>		<div style="display: flex; align-items: center;"> ★ A - Pay day </div>	<div style="display: flex; align-items: center;"> B - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> B - Payroll clears edits </div>	
7	8	9	10	11	12	13
	<div style="display: flex; align-items: center;"> B - Reports ready by 10 </div> <div style="background-color: #90EE90; padding: 2px; margin-bottom: 5px;">Cycle A – Time and Attendance</div> <div style="background-color: #00B0F0; padding: 2px;">Cycle B – Maintenance</div>		<div style="display: flex; align-items: center;"> ★ B - Pay day </div>	<div style="display: flex; align-items: center;"> A - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> A - Payroll clears edits </div>	
14	15	16	17	18	19	20
	<div style="display: flex; align-items: center;"> A - Reports ready by 10 </div> <div style="background-color: #00B0F0; padding: 2px; margin-bottom: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #90EE90; padding: 2px;">Cycle A – Maintenance</div>		<div style="display: flex; align-items: center;"> ★ A - Pay day </div>	<div style="display: flex; align-items: center;"> B - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> B - Payroll clears edits </div>	
21	22	23	24	25	26	27
	<div style="display: flex; align-items: center;"> B - Reports ready by 10 </div> <div style="background-color: #90EE90; padding: 2px; margin-bottom: 5px;">Cycle A – Time and Attendance</div> <div style="background-color: #00B0F0; padding: 2px;">Cycle B – Maintenance</div>		<div style="display: flex; align-items: center;"> ★ B - Pay day </div>	<div style="display: flex; align-items: center;"> A - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> A - Payroll clears edits </div>	
28	29	30	July 1	2	3	4
	<div style="display: flex; align-items: center;"> A - Reports ready by 10 </div> <div style="background-color: #00B0F0; padding: 2px; margin-bottom: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #90EE90; padding: 2px;">Cycle A – Maintenance</div>		<div style="display: flex; align-items: center;"> ★ A - Pay day </div> <div style="display: flex; align-items: center; margin-top: 5px;"> B - Lockdown 2:00pm </div>	<div style="display: flex; align-items: center;"> B - Payroll clears edits </div>		