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