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