## August 22

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