

August 24

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