

August 25						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 27	28	29	30	31	August 1	2
	B-Reports ready by 10		B – Paydate A -Noon Deadline Payforms	A - Lockdown 2:00 p.m	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 – Paydate B -Noon Deadline Payforms	B - Lockdown 2:00 p.m	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 – Paydate A -Noon Deadline Payforms	A - Lockdown 2:00 p.m	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 – Paydate B --Noon Deadline Payforms	B - Lockdown 2:00 p.m	B - Payroll Clears Edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
24	25	26	27	28	29	30
	B-Reports ready by 10	A Noon Deadline Payforms	B – Paydate A-Lockdown 2:00 p.m.	A - Payroll Clears Edits	A-Reports ready by 10	
31	Cycle A – Time and Attendance				Cycle B – Time and Attendance	
	Cycle B – Maintenance					
					Cycle A – Maintenance	