

August 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 26	27	28	29	30	31	August 1
2	3	4	5	6	7	8
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	
	Cycle B – Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance					Cycle B – Maintenance
9	10	11	12	13	14	15
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -A Off Cycle Check Processing-B	
	Cycle A – Time and Attendance				Cycle B – Time & Attendance	
	Cycle B – Maintenance					Cycle A – Maintenance
16	17	18	19	20	21	22
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	
	Cycle B – Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance					Cycle B – Maintenance
23	24	25	26	27	28	29
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -A Off Cycle Check Processing-B	
30	Cycle A – Time and Attendance				Cycle B – Time & Attendance	
	Cycle B – Maintenance					Cycle A – Maintenance