

| 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 | |
| | Cycle A – Time and Attendance | | | | Cycle B Time & Attendance | |
| | Cycle B – Maintenance | | | | Cycle A – Maintenance | |
| 30 | | | | | | |
| | | | | | | |