December 18

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