

# December 20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 29	30	December 1	2	3	4	5
	<div style="display: flex; justify-content: space-between;"> <span>■ A - Reports ready by 10</span> </div> <div style="background-color: #00b0f0; padding: 5px; margin-top: 5px;"><b>Cycle B – Time and Attendance</b></div> <div style="background-color: #92d050; padding: 5px; margin-top: 5px;"><b>Cycle A – Maintenance</b></div>		<div style="display: flex; justify-content: space-between;"> <span>★ A - Pay day</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>■ B - Lockdown 2:00pm</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>■ B - Payroll clears edits</span> </div>	
6	7	8	9	10	11	12
	<div style="display: flex; justify-content: space-between;"> <span>■ B - Reports ready by 10</span> </div> <div style="background-color: #92d050; padding: 5px; margin-top: 5px;"><b>Cycle A – Time and Attendance</b></div> <div style="background-color: #00b0f0; padding: 5px; margin-top: 5px;"><b>Cycle B – Maintenance</b></div>		<div style="display: flex; justify-content: space-between;"> <span>★ B - Pay day</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>■ A - Lockdown 2:00pm</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>■ A - Payroll clears edits</span> </div>	
13	14	15	16	17	18	19
	<div style="display: flex; justify-content: space-between;"> <span>■ A - Reports ready by 10</span> </div> <div style="background-color: #00b0f0; padding: 5px; margin-top: 5px;"><b>Cycle B – Time and Attendance</b></div> <div style="background-color: #92d050; padding: 5px; margin-top: 5px;"><b>Cycle A – Maintenance</b></div>		<div style="display: flex; justify-content: space-between;"> <span>★ A - Pay day</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>■ B - Lockdown 2:00pm</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>■ B - Payroll clears edits</span> </div>	
20	21	22	23	24	25	26
	<div style="display: flex; justify-content: space-between;"> <span>■ B - Reports ready by 10</span> </div> <div style="background-color: #92d050; padding: 5px; margin-top: 5px;"><b>Cycle A – Time and Attendance</b></div> <div style="background-color: #00b0f0; padding: 5px; margin-top: 5px;"><b>Cycle B – Maintenance</b></div>		<div style="display: flex; justify-content: space-between;"> <span>★ B - Pay day</span> <span>■ A - Lockdown 2:00pm</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>■ A - Payroll clears edits</span> </div>	Holiday 	
27	28	29	30	31	January 1	2
	<div style="display: flex; justify-content: space-between;"> <span>■ A - Reports ready by 10</span> </div> <div style="background-color: #00b0f0; padding: 5px; margin-top: 5px;"><b>Cycle B – Time and Attendance</b></div> <div style="background-color: #92d050; padding: 5px; margin-top: 5px;"><b>Cycle A – Maintenance</b></div>		<div style="display: flex; justify-content: space-between;"> <span>★ A - Pay day</span> <span>■ B - Lockdown 2:00pm</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>■ B - Payroll clears edits</span> </div>		