

December 21

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