<i>(</i>			December 22			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 27	28	29	30	December 1	2	3
	A - Reports ready by 10		☆ A - Pay day	B - Lockdown 2:00pm	B - Payroll clears edits	
	Cycle B – Time and	Attendance				
	Cycle A – Maintena	nce				
4	5	6	7	8	9	10
	B - Reports ready by 10		★ B - Pay day	A - Lockdown 2:00pm	A - Payroll clears edits	
	Cycle A – Time and Attendance					
	Cycle B - Maintenance					
11	12	13	14	15	16	17
	A - Reports ready by 10		ద A - Pay day	B - Lockdown 2:00pm	B - Payroll clears edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintena	nce				
18	19	20	21	22	23	24
10		20			A - Reports ready by 10	2-1
	B - Reports ready by 10		A - Lockdown 2:00pm  ★ B - Pay day	A - Payroll clears edits	Cycle B - Time	
	Cycle A – Time and	Attendance	I A D Lay day		and Attendance	
	Cycle B - Maintenance				Cycle A – Maintenance	
25	26	27	28	29	30	31
			A - Pay day	B - Payroll clears edits	B - Reports ready by 10	
		Cycle P. Time and	B - Lockdown 2:00pm		Cycle A – Time and Attendance	
	* * * * * *	Cycle B – Time and Attendance			Cycle B -	
		Cycle A – Maintena	ance		Maintenance	