

December 22

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