

December 23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 26	27	28	29	30	December 1	2
	<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					
3	4	5	6	7	8	9
	<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					
10	11	12	13	14	15	16
	<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					
17	18	19	20	21	22	23
	<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 - Reports ready by 10 </div>	
	Cycle A – Time and Attendance					Cycle B – Time and Attendance
	Cycle B – Maintenance					Cycle A – Maintenance
24	25	26	27	28	29	30
			<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 - Reports ready by 10 </div>	
31		Cycle B – Time and Attendance				
	Cycle A – Maintenance					Cycle B – Maintenance