


DECEMBER 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 1	2	3	4	5	6	7
	B-Reports ready by 10		B - Paydate	A – Lockdown 2:00 p.m.	A-Payroll Clears Edits	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
8	9	10	11	12	13	14
	A-Reports ready by 10		A - Paydate	B – Lockdown 2:00 p.m.	B-Payroll Clears Edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
15	16	17	18	19	20	21
	B-Reports ready by 10		B – Paydate A - Lockdown 2:00 p.m.	A- Payroll Clears Edits	A-Reports ready by 10	
	Cycle A – Time and Attendance				Cycle B – Time and Attendance	
	Cycle B – Maintenance					Cycle A – Maintenance
22	23	24	25	26	27	28
		A – Paydate B – Lockdown 2:00 p.m.	CHRISTMAS DAY 	B- Payroll Clears Edits	B – Reports ready by 10	
	Cycle B – Time and Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance			Cycle A – Maintenance	Cycle B – Maintenance	
29	30	31	January 1	2	3	4
		B - Paydate	Happy New Year! 	A – Lockdown 2:00 p.m.	A - Payroll Clears Edits	
	Cycle A – Time and Attendance			Cycle A – Time and Attend.		
	Cycle B – Maintenance			Cycle B – Maintenance		