



December 25						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 30	December 1	2	3	4	5	6
	B-Reports ready by 10		B – Paydate A-Noon Deadline Payforms	A - Lockdown 2:00 p.m	A - Payroll Clears Edits	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
7	8	9	10	11	12	13
	A-Reports ready by 10		A – Paydate B-Noon Deadline Payforms	B - Lockdown 2:00 p.m	B - Payroll Clears Edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
14	15	16	17	18	19	20
	B-Reports ready by 10		B – Paydate A-Noon Deadline Payforms	A - Lockdown 2:00 p.m	A - Payroll Clears Edits	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
21	22	23	24	25	26	27
	A-Reports ready by 10	B-Noon Deadline Payform	A – Paydate B - Lockdown 2:00 p.m	Christmas Day 	B - Payroll Clears Edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance				Cycle A – Maintenance	
28	29	30	31	January 1	2	3
	B-Reports ready by 10	A-Noon Deadline Payforms	B – Paydate A - Lockdown 2:00 p.m	HAPPY NEW YEAR! 	A - Payroll Clears Edits	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance				Cycle B – Maintenance	