

December 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 29	30	December 1	2	3	4	5
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	
	Cycle B – Time & Attendance				Cycle A – Time and Attendance	Cycle B – Maintenance
6	7	8	9	10	11	12
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -A Off Cycle Check Processing-B	
	Cycle A – Time and Attendance				Cycle B – Time & Attendance	Cycle A – Maintenance
13	14	15	16	17	18	19
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	
	Cycle B – Time & Attendance				Cycle A – Time and Attendance	Cycle B – Maintenance
20	21	22	23	24	25	26
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2pm	Payroll Completed	CHRISTMAS DAY HOLIDAY 	
	Cycle A – Time and Attendance				Cycle B – Maintenance	
27	28	29	30	31	January 1	2
	Employee Time Submission Supervisor approval by EOD Time Entry opened 9am -A Off Cycle Check Processing-B	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	HAPPY NEW YEAR 	
	Cycle B – Time & Attendance				Cycle A – Maintenance	