


February 22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 30	31	February 1	2	3	4	5
	<div style="display: flex; justify-content: space-between;"> ■ B - Reports ready by 10 ★ B - Pay day ■ A - Lockdown 2:00pm ■ A - Payroll clears edits </div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Time and Attendance</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Maintenance</div>					
6	7	8	9	10	11	12
	<div style="display: flex; justify-content: space-between;"> ■ A - Reports ready by 10 ★ A - Pay day ■ B - Lockdown 2:00pm ■ B - Payroll clears edits </div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>					
13	14	15	16	17	18	19
	<div style="display: flex; justify-content: space-between;"> ■ B - Reports ready by 10 ★ B - Pay day ■ A - Lockdown 2:00pm ■ A - Payroll clears edits </div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Time and Attendance</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Maintenance</div>				<div style="display: flex; justify-content: space-between;"> ■ A - Reports ready by 10 </div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>	
20	21	22	23	24	25	26
	Holiday 		<div style="display: flex; justify-content: space-between;"> ★ A - Pay day ■ B - Lockdown 2:00pm </div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>		<div style="display: flex; justify-content: space-between;"> ■ B - Payroll clears edits </div>	
27	28	March 1	2	3	4	5