


# February 23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 29	30	31	February 1	2	3	4
	<div style="display: flex; align-items: center;"> <span style="color: blue; font-weight: bold; margin-right: 5px;">■</span> B - Reports ready by 10                 </div>		<div style="display: flex; align-items: center;"> <span style="color: gold; font-weight: bold; margin-right: 5px;">★</span> B - Pay day                 </div>	<div style="display: flex; align-items: center;"> <span style="color: green; font-weight: bold; margin-right: 5px;">■</span> A - Lockdown 2:00pm                 </div>	<div style="display: flex; align-items: center;"> <span style="color: green; font-weight: bold; margin-right: 5px;">■</span> A - Payroll clears edits                 </div>	
<b>Cycle A – Time and Attendance</b>						
<b>Cycle B – Maintenance</b>						
5	6	7	8	9	10	11
	<div style="display: flex; align-items: center;"> <span style="color: green; font-weight: bold; margin-right: 5px;">■</span> A - Reports ready by 10                 </div>		<div style="display: flex; align-items: center;"> <span style="color: gold; font-weight: bold; margin-right: 5px;">★</span> A - Pay day                 </div>	<div style="display: flex; align-items: center;"> <span style="color: blue; font-weight: bold; margin-right: 5px;">■</span> B - Lockdown 2:00pm                 </div>	<div style="display: flex; align-items: center;"> <span style="color: blue; font-weight: bold; margin-right: 5px;">■</span> B - Payroll clears edits                 </div>	
<b>Cycle B – Time and Attendance</b>						
<b>Cycle A – Maintenance</b>						
12	13	14	15	16	17	18
	<div style="display: flex; align-items: center;"> <span style="color: blue; font-weight: bold; margin-right: 5px;">■</span> B - Reports ready by 10                 </div>		<div style="display: flex; align-items: center;"> <span style="color: gold; font-weight: bold; margin-right: 5px;">★</span> B - Pay day  <span style="color: green; font-weight: bold; margin-right: 5px;">■</span> A - Lockdown 2:00pm                 </div>	<div style="display: flex; align-items: center;"> <span style="color: green; font-weight: bold; margin-right: 5px;">■</span> A - Payroll clears edits                 </div>	<div style="display: flex; align-items: center;"> <span style="color: green; font-weight: bold; margin-right: 5px;">■</span> A - Reports ready by 10                 </div>	
<b>Cycle A – Time and Attendance</b>						
<b>Cycle B – Maintenance</b>						
<b>Cycle B – Time and Attendance</b>						
<b>Cycle A – Maintenance</b>						
19	20	21	22	23	24	25
			<div style="display: flex; align-items: center;"> <span style="color: gold; font-weight: bold; margin-right: 5px;">★</span> A - Pay day                 </div>	<div style="display: flex; align-items: center;"> <span style="color: blue; font-weight: bold; margin-right: 5px;">■</span> B - Lockdown 2:00pm                 </div>	<div style="display: flex; align-items: center;"> <span style="color: blue; font-weight: bold; margin-right: 5px;">■</span> B - Payroll clears edits                 </div>	
<b>Cycle B – Time and Attendance</b>						
<b>Cycle A – Maintenance</b>						
26	27	28	March 1	2	3	4
	<div style="display: flex; align-items: center;"> <span style="color: blue; font-weight: bold; margin-right: 5px;">■</span> B - Reports ready by 10                 </div>		<div style="display: flex; align-items: center;"> <span style="color: gold; font-weight: bold; margin-right: 5px;">★</span> B - Pay day                 </div>	<div style="display: flex; align-items: center;"> <span style="color: green; font-weight: bold; margin-right: 5px;">■</span> A - Lockdown 2:00pm                 </div>	<div style="display: flex; align-items: center;"> <span style="color: green; font-weight: bold; margin-right: 5px;">■</span> A - Payroll clears edits                 </div>	
<b>Cycle A – Time and Attendance</b>						
<b>Cycle B – Maintenance</b>						