

February 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 28	29	30	31	February 1	2	3
	B - Reports ready by 10:00		B - Pay Date	A - Lockdown 2:00pm	A - Payroll Clears Edits	
	Cycle A - Time and Attendance					
	Cycle B - Maintenance					
4	5	6	7	8	9	10
	A - Reports ready by 10:00		A - Pay Date	B - Lockdown 2:00pm	B - Payroll Clears Edits	
	Cycle B - Time and Attendance					
	Cycle A - Maintenance					
11	12	13	14	15	16	17
	B - Reports ready by 10:00		A - Lockdown 2:00pm B - Pay Date	A - Payroll Clears Edits	A - Reports ready by 10:00	
	Cycle A - Time and Attendance				Cycle B - Time and Attendance	
	Cycle B - Maintenance				Cycle A - Maintenance	
18	19	20	21	22	23	24
	President's Day Holiday		A - Pay Date	B - Lockdown 2:00pm	B - Payroll Clears Edits	
	Cycle B - Time and Attendance					
	Cycle A - Maintenance					
25	26	27	28	29	March 1	2
			B - Pay Date	A - Lockdown 2:00pm	A - Payroll Clears Edits	
	Cycle A - Time and Attendance					
	Cycle B - Maintenance					