

## February 25

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