


## February 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 1	2	3	4	5	6	7
	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 A – Maintenance				Cycle B – Maintenance	
8	9	10	11	12	13	14
	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	Employee Time Submission
	Cycle A – Time and Attendance				Cycle B Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
15	16	17	18	19	20	21
	PRESIDENT’S DAY 	Pay Input (EIB) 2 pm Deadline Supervisor approval AM  Pay Input (EIB) 2 pm Deadline Cycle B Time & Attendance	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am-B Off Cycle Check Processing-A  Cycle A – Time and Attendance	
		Cycle A – Maintenance			Cycle A – Maintenance	
22	23	24	25	26	27	28
	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 B – Maintenance				Cycle A – Maintenance	
March 1	2	3	4	5	6	7