

## February 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	February 1	2	3	4	5	6
	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	
	<b>Cycle B – Time &amp; Attendance</b>				<b>Cycle A – Time and Attendance</b>	<b>Cycle B – Maintenance</b>
	<b>Cycle A – Maintenance</b>					
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
	<b>Cycle A – Time and Attendance</b>				<b>Cycle B – Time &amp; Attendance</b>	
	<b>Cycle B – Maintenance</b>				<b>Cycle A – Maintenance</b>	
15	16	17	18	19	20	21
	PRESIDENT'S DAY 	Pay Input (EIB) 2 pm Deadline Supervisor approval AM	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am-B Off Cycle Check Processing-A	
	<b>Cycle B – Time &amp; Attendance</b>				<b>Cycle A – Time and Attendance</b>	
	<b>Cycle A – Maintenance</b>				<b>Cycle A – Maintenance</b>	
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	
	<b>Cycle A – Time and Attendance</b>				<b>Cycle B – Time &amp; Attendance</b>	
	<b>Cycle B – Maintenance</b>				<b>Cycle A – Maintenance</b>	
March 1	2	3	4	5	6	7