

# January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 30	31	January 1	2	3	4	5
		Holiday	★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits	
			Cycle B – Time and Attendance		Cycle A – Maintenance	
6	7	8	9	10	11	12
	■ B - Reports ready by 10		★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits	
	Cycle A – Time and Attendance			Cycle B – Maintenance		
13	14	15	16	17	18	19
	■ A - Reports ready by 10		★ A - Pay day ■ B - Lockdown 2:00pm	■ B - Payroll clears edits	■ B - Reports ready by 10	
	Cycle B – Time and Attendance			Cycle A – Time and Attendance		Cycle B – Maintenance
	Cycle A – Maintenance					
20	21	22	23	24	25	26
	Holiday		★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits	
		Cycle A – Time and Attendance			Cycle B – Maintenance	
27	28	29	30	31	February 1	2
	■ A - Reports ready by 10		★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits	
	Cycle B – Time and Attendance			Cycle A – Maintenance		