January 2020

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