



January 21

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 27	28	29	30	31	January 1	2
	<div style="display: flex; justify-content: space-between;"> ■ A - Reports ready by 10 </div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>		<div style="display: flex; justify-content: space-between;"> ★ A - Pay day ■ B - Payroll clears edits </div> <div style="display: flex; justify-content: space-between;"> ■ B - Lockdown 2:00pm </div>		<div style="display: flex; justify-content: space-between;"> Holiday </div> <div style="text-align: center; margin-top: 10px;">  </div>	
3	4	5	6	7	8	9
	<div style="display: flex; justify-content: space-between;"> ■ B - Reports ready by 10 </div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Time and Attendance</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Maintenance</div>		<div style="display: flex; justify-content: space-between;"> ★ B - Pay day </div>	<div style="display: flex; justify-content: space-between;"> ■ A - Lockdown 2:00pm </div>	<div style="display: flex; justify-content: space-between;"> ■ A - Payroll clears edits </div>	
10	11	12	13	14	15	16
	<div style="display: flex; justify-content: space-between;"> ■ A - Reports ready by 10 </div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>		<div style="display: flex; justify-content: space-between;"> ★ A - Pay day ■ B - Payroll clears edits </div> <div style="display: flex; justify-content: space-between;"> ■ B - Lockdown 2:00pm </div>		<div style="display: flex; justify-content: space-between;"> ■ B - Reports ready by 10 </div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Time and Attendance</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Maintenance</div>	
17	18	19	20	21	22	23
	<div style="display: flex; justify-content: space-between;"> Holiday </div> <div style="text-align: center; margin-top: 10px;">  </div>		<div style="display: flex; justify-content: space-between;"> ★ B - Pay day </div>	<div style="display: flex; justify-content: space-between;"> ■ A - Lockdown 2:00pm </div>	<div style="display: flex; justify-content: space-between;"> ■ A - Payroll clears edits </div>	
24	25	26	27	28	29	30
			<div style="display: flex; justify-content: space-between;"> ★ A - Pay day </div>	<div style="display: flex; justify-content: space-between;"> ■ B - Lockdown 2:00pm </div>	<div style="display: flex; justify-content: space-between;"> ■ B - Payroll clears edits </div>	
31	Cycle B – Time and Attendance					
	Cycle A – Maintenance					