



January 23

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