

January 24

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