


# January 25

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