

January 26						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 28	29	30	31	January 1	2	3
					Time Entry opened 9am Off Cycle Check Processing-B	
					Cycle B Time & Attendance	
					Cycle A – Maintenance	
4	5	6	7	8	9	10
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am Off Cycle Check Processing-A	
					Cycle A – Time and Attendance	
					Cycle B – Maintenance	
11	12	13	14	15	16	17
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am Off Cycle Check Processing-B	Employee Time Submission
					Cycle B Time & Attendance	
					Cycle A – Maintenance	
18	19	20	21	22	23	24
	Martin Luther King Jr Day HOLIDAY 	Pay Input (EIB) 2 pm Deadline Supervisor approval AM	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am Off Cycle Check Processing-A	
					Cycle A – Time and Attendance	
					Cycle B – Maintenance	
25	26	27	28	29	30	31
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline Supervisor approval AM	B – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am Off Cycle Check Processing-B	
					Cycle B Time & Attendance	
					Cycle A – Maintenance	