Sunday							
3				July 21			
A - Reports ready by 10	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
B - Lockdown 2:00pm	June 27	28	29	30	July 1	2	3
Cycle A - Maintenance    A		A - Reports ready by 10			B - Payroll clears edits	<u> </u>	
Maintenance		Cycle B – Time and Attendance					
Holiday  Holiday  Cycle A - Time and Attendance  Cycle B - Maintenance  Cycle B - Time and Attendance  Cycle A - Maintenance  Cycle A - Time and Attendance  Cycle A - Time and Attendance  Cycle A - Time and Attendance  Cycle B - Reports ready by 10  B - Pay day  A - Lockdown 2:00pm  B - Payroll clears edits  Cycle A - Time and Attendance  Cycle B - Maintenance  Description of the time and Attendance  Cycle B - Maintenance  Description of the time and Attendance  Cycle B - Maintenance  B - Payroll clears edits  Description of the time and Attendance  Cycle B - Time and Attendance		Cycle A – Maintenance				_	
Holiday    Cycle A - Time and Attendance	4	5	6	7	8		10
Cycle B - Maintenance         11       12       13       14       15       16       17         A - Reports ready by 10       ★ A - Pay day       B - Lockdown 2:00pm       B - Payroll clears edits         Cycle B - Time and Attendance         Cycle A - Maintenance         B - Reports ready by 10       ★ B - Pay day       A - Lockdown 2:00pm       A - Payroll clears edits         Cycle A - Time and Attendance         Cycle B - Maintenance         25       26       27       28       29       30       31         A - Reports ready by 10       ★ A - Pay day       B - Lockdown 2:00pm       B - Payroll clears edits         Cycle B - Time and Attendance						A - Payroll clears edit	
11			Cycle A – Time and	d Attendance			
A - Reports ready by 10  Cycle B - Time and Attendance  Cycle A - Maintenance  18 19 20 21 22 23 24  B - Reports ready by 10  ★ B - Pay day  A - Lockdown 2:00pm  A - Payroll clears edits  Cycle A - Time and Attendance  Cycle B - Maintenance  25 26 27 28 29 30 31  A - Reports ready by 10  ★ A - Pay day  B - Lockdown 2:00pm  B - Payroll clears edits  Cycle B - Time and Attendance  Cycle B - Time and Attendance			Cycle B - Maintenance			I	
Cycle B – Time and Attendance  Cycle A – Maintenance  18 19 20 21 22 23 24  B - Reports ready by 10  A - Deyroll clears edits  Cycle A – Time and Attendance  Cycle B – Maintenance  25 26 27 28 29 30 31  A - Reports ready by 10  B - Deyroll clears edits  Cycle B – Time and Attendance	11	12	13	14	15	16	17
Cycle A - Maintenance         18       19       20       21       22       23       24         B - Reports ready by 10       ★ B - Pay day       A - Lockdown 2:00pm       A - Payroll clears edits         Cycle A - Time and Attendance         Cycle B - Maintenance         25       26       27       28       29       30       31         A - Reports ready by 10       ★ A - Pay day       B - Lockdown 2:00pm       B - Payroll clears edits         Cycle B - Time and Attendance		A - Reports ready by 10		☆ A - Pay day	B - Lockdown 2:00pm	B - Payroll clears edits	
18		Cycle B – Time and Attendance					
B - Reports ready by 10  Cycle A - Time and Attendance  Cycle B - Maintenance  25 26 27 28 29 30 31  A - Reports ready by 10  A - Payroll clears edits  A - Payroll clears edits  B - Pay day  B - Lockdown 2:00pm  B - Payroll clears edits		Cycle A – Maintenance					
Cycle A – Time and Attendance  Cycle B – Maintenance  25 26 27 28 29 30 31  A - Reports ready by 10 B - Lockdown 2:00pm B - Payroll clears edits  Cycle B – Time and Attendance	18	19	20	21	22	23	24
Cycle B - Maintenance           25         26         27         28         29         30         31           A - Reports ready by 10         ★ A - Pay day         B - Lockdown 2:00pm         B - Payroll clears edits           Cycle B - Time and Attendance         Cycle B - Time and Attendance         B - Payroll clears edits		B - Reports ready by 10		☆ B - Pay day	A - Lockdown 2:00pm	A - Payroll clears edits	
25		Cycle A – Time and Attendance					
A - Reports ready by 10  Cycle B - Time and Attendance  B - Lockdown 2:00pm  B - Payroll clears edits		Cycle B - Maintenance					
Cycle B – Time and Attendance	25	26	27	28	29	30	31
		A - Reports ready by 10		🛕 A - Pay day	B - Lockdown 2:00pm	B - Payroll clears edits	
Cycle A - Maintenance		Cycle B – Time and Attendance					
		Cycle A – Maintena	ince				