

July 26

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