


# July 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 28	29	30	July 1	2	3	4
	Employee Time Submission by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	B- Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	INDEPENDENCE DAY 	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
5	6	7	8	9	10	11
	Employee Time Submission by 11 am <b>Time Entry opened 9am -A Off Cycle Check Processing-B</b>	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am	
	Cycle B Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	
12	13	14	15	16	17	18
	Employee Time Submission by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	B- Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle A Open 9am Off Cycle Check Processing-B by 9 am	
	Cycle A – Time and Attendance				Cycle B Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
19	20	21	22	23	24	25
	Employee Time Submission by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am	
	Cycle B Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	
26	27	28	29	30	31	August 1
	Employee Time Submission by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	B- Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle A Open 9am Off Cycle Check Processing-B by 9 am	
	Cycle A – Time and Attendance				Cycle B Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	