

# June 21

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 30	31	June 1	2	3	4	5
	Holiday 		★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits	
	<b>Cycle B – Time and Attendance</b>					
	<b>Cycle A – Maintenance</b>					
6	7	8	9	10	11	12
	■ B - Reports ready by 10		★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits	
	<b>Cycle A – Time and Attendance</b>					
	<b>Cycle B – Maintenance</b>					
13	14	15	16	17	18	19
	■ A - Reports ready by 10		★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits	
	<b>Cycle B – Time and Attendance</b>					
	<b>Cycle A – Maintenance</b>					
20	21	22	23	24	25	26
	■ B - Reports ready by 10		★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits	
	<b>Cycle A – Time and Attendance</b>					
	<b>Cycle B – Maintenance</b>					
27	28	29	30	July 1	2	3
	■ A - Reports ready by 10		★ A - Pay day ■ B - Lockdown 2:00pm	■ B - Payroll clears edits	■ B - Reports ready by 10	
	<b>Cycle B – Time and Attendance</b>				<b>Cycle A – Time and Attendance</b>	
	<b>Cycle A – Maintenance</b>				<b>Cycle B – Maintenance</b>	