



# June 23

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