



June 25						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 1	2	3	4	5	6	7
	B-Reports ready by 10		B – Paydate	A - Lockdown 2:00 p.m	A - Payroll Clears Edits	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
8	9	10	11	12	13	14
	A-Reports ready by 10		A – Paydate	B - Lockdown 2:00 p.m	B - Payroll Clears Edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
15	16	17	18	19	20	21
	B-Reports ready by 10	Noon Deadline pay forms	B – Paydate A - Lockdown 2:00 p.m	Juneteenth 	A - Payroll Clears Edits	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance				Cycle B – Maintenance	
22	23	24	25	26	27	28
	A-Reports ready by 10		A – Paydate	B - Lockdown 2:00 p.m	B - Payroll Clears Edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
29	30	July 1	2	3	4	5
	B-Reports ready by 10	A-Noon Deadline Payforms	B – Paydate A - Lockdown 2:00 p.m	A - Payroll Clears Edits	Independence Day 	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					