

June 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 31	June 1	2	3	4	5	6
	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					Cycle A – Maintenance
7	8	9	10	11	12	13
	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					Cycle B – Maintenance
14	15	16	17	18	19	20
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2pm	Payroll Completed	Juneteenth 	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
21	22	23	24	25	26	27
	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					Cycle B – Maintenance
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					