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