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