March 23

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