

March 25

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