

May 22

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1	2	3	4	5	6	7
	<div style="background-color: #d9ead3; padding: 2px;">■ A - Reports ready by 10</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>		<div style="background-color: #d9ead3; padding: 2px;">★ A - Pay day</div>	<div style="background-color: #00b0f0; padding: 2px;">■ B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">■ B - Payroll clears edits</div>	
8	9	10	11	12	13	14
	<div style="background-color: #00b0f0; padding: 2px;">■ B - Reports ready by 10</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Time and Attendance</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Maintenance</div>		<div style="background-color: #d9ead3; padding: 2px;">★ B - Pay day</div>	<div style="background-color: #92d050; padding: 2px;">■ A - Lockdown 2:00pm</div>	<div style="background-color: #92d050; padding: 2px;">■ A - Payroll clears edits</div>	
15	16	17	18	19	20	21
	<div style="background-color: #d9ead3; padding: 2px;">■ A - Reports ready by 10</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>		<div style="background-color: #d9ead3; padding: 2px;">★ A - Pay day</div>	<div style="background-color: #00b0f0; padding: 2px;">■ B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">■ B - Payroll clears edits</div>	
22	23	24	25	26	27	28
	<div style="background-color: #00b0f0; padding: 2px;">■ B - Reports ready by 10</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Time and Attendance</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Maintenance</div>		<div style="background-color: #92d050; padding: 2px;">■ A - Lockdown 2:00pm</div> <div style="background-color: #d9ead3; padding: 2px; margin-top: 5px;">★ B - Pay day</div>	<div style="background-color: #92d050; padding: 2px;">■ A - Payroll clears edits</div>	<div style="background-color: #d9ead3; padding: 2px;">■ A - Reports ready by 10</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>	
29	30	31	June 1	2	3	4
	<div style="background-color: #d9ead3; padding: 2px;">Holiday</div> <div style="text-align: center; margin-top: 10px;">  </div>		<div style="background-color: #d9ead3; padding: 2px;">★ A - Pay day</div>	<div style="background-color: #00b0f0; padding: 2px;">■ B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">■ B - Payroll clears edits</div>	
		<div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>				