

May 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 27	28	29	30	May 1	2	3
	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					
4	5	6	7	8	9	10
	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					
11	12	13	14	15	16	17
	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					
18	19	20	21	22	23	24
	B-Reports ready by 10		B – Paydate A - Lockdown 2:00 p.m	A - Payroll Clears Edits	A-Reports ready by 10	
	Cycle A – Time and Attendance				Cycle B – Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
25	26	27	28	29	30	31
	Memorial Day 		A – Paydate	B - Lockdown 2:00 p.m	B - Payroll Clears Edits	
		Cycle B – Time and Attendance				
		Cycle A – Maintenance				