

## May 26

| Sunday   | Monday   | Tuesday   | Wednesday                            | Thursday          | Friday   | Saturday                 |
|----------|--|---|--------------------------------------|-------------------|--|--------------------------|
| April 26 | 27   | 28  | 29                                   | 30                | May 1  | 2                        |
|          |  |   |                                      |                   | Time Entry opened 9am -B<br>Off Cycle Check Processing-A<br><br><b>Cycle A – Time and Attendance</b><br><b>Cycle B – Maintenance</b> |                          |
| 3        | 4  | 5   | 6                                    | 7                 | 8  | 9                        |
|          | Employee Time Submission<br>Supervisor approval by EOD   | Pay Input (EIB) 2 pm Deadline                               | B – Paydate<br>Time Entry Locked 2pm | Payroll Completed | Time Entry opened 9am -A<br>Off Cycle Check Processing-B<br><br><b>Cycle B Time &amp; Attendance</b><br><b>Cycle A – Maintenance</b> |                          |
| 10       | 11   | 12  | 13                                   | 14                | 15   | 16                       |
|          | Employee Time Submission<br>Supervisor approval by EOD   | Pay Input (EIB) 2 pm Deadline                               | A – Paydate<br>Time Entry Locked 2pm | Payroll Completed | Time Entry opened 9am -B<br>Off Cycle Check Processing-A<br><br><b>Cycle A – Time and Attendance</b><br><b>Cycle B – Maintenance</b> |                          |
| 17       | 18   | 19  | 20                                   | 21                | 22   | 23                       |
|          | Employee Time Submission<br>Supervisor approval by EOD   | Pay Input (EIB) 2 pm Deadline                               | B – Paydate<br>Time Entry Locked 2pm | Payroll Completed | Time Entry opened 9am -A<br>Off Cycle Check Processing-B<br><br><b>Cycle B Time &amp; Attendance</b><br><b>Cycle A – Maintenance</b> | Employee Time Submission |
| 24       | 25   | 26  | 27                                   | 28                | 29   | 30                       |
| 31       | <b>MEMORIAL DAY</b><br> | Pay Input (EIB) 2 pm Deadline<br>Supervisor approval by EOD | A – Paydate<br>Time Entry Locked 2pm | Payroll Completed | Time Entry opened 9am -B<br>Off Cycle Check Processing-A<br><br><b>Cycle A – Time and Attendance</b><br><b>Cycle B – Maintenance</b> |                          |
|          |  | <b>Cycle B Time &amp; Attendance</b>                        |                                      |                   |  |                          |
|          |  | <b>Cycle A – Maintenance</b>                                |                                      |                   |  |                          |