


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