

# May 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 26	27	28	29	30	May 1	2
					Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am	
					Cycle A – Time and Attendance	
					Cycle B – Maintenance	
3	4	5	6	7	8	9
	Employee Time Submission by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	B– Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle A Open 9am Off Cycle Check Processing-B by 9 am	
	Cycle A – Time and Attendance				Cycle B Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
10	11	12	13	14	15	16
	Employee Time Submission by 11 am	Retro Processing by Noon Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am	
	Cycle B Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	
17	18	19	20	21	22	23
	Employee Time Submission by 11 am	Retro Processing by Noon Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	B– Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle A Open 9am Off Cycle Check Processing-B by 9 am	Employee Time Submission Supervisor Approval
	Cycle A – Time and Attendance				Cycle B Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
24	25	26	27	28	29	30
	<b>MEMORIAL DAY</b>	Retro Processing by Noon Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am	
		Cycle B Time & Attendance			Cycle A – Time and Attendance	
		Cycle A – Maintenance				Cycle B – Maintenance
31						