

November 19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
October 27	28	29	30	31	November 1	2	
					<div style="background-color: #90EE90; padding: 2px;">A - Reports ready by 10</div> <div style="background-color: #90EE90; padding: 2px; margin-top: 5px;">Cycle A – Time and Attendance</div> <div style="background-color: #00BFFF; padding: 2px; margin-top: 2px;">Cycle B – Maintenance</div>		
3	4	5	6	7	8	9	
			<div style="background-color: #FFD700; padding: 2px;">★ A - Pay day</div> <div style="background-color: #00BFFF; padding: 2px; margin-top: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #00BFFF; padding: 2px;">B - Payroll clears edits</div>	<div style="background-color: #00BFFF; padding: 2px;">B - Reports ready by 10</div> <div style="background-color: #00BFFF; padding: 2px; margin-top: 5px;">Cycle B – Maintenance</div>		
Cycle B – Time and Attendance		Cycle A – Maintenance					
10	11	12	13	14	15	16	
	Holiday		<div style="background-color: #FFD700; padding: 2px;">★ B - Pay day</div>	<div style="background-color: #90EE90; padding: 2px;">A - Lockdown 2:00pm</div>	<div style="background-color: #90EE90; padding: 2px;">A - Payroll clears edits</div>		
		Cycle A – Time and Attendance			Cycle B – Maintenance		
17	18	19	20	21	22	23	
	<div style="background-color: #90EE90; padding: 2px;">A - Reports ready by 10</div>		<div style="background-color: #FFD700; padding: 2px;">★ A - Pay day</div>	<div style="background-color: #00BFFF; padding: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #00BFFF; padding: 2px;">B - Payroll clears edits</div>		
Cycle B – Time and Attendance		Cycle A – Maintenance					
24	25	26	27	28	29	30	
	<div style="background-color: #00BFFF; padding: 2px;">B - Reports ready by 10</div>	<div style="background-color: #90EE90; padding: 2px;">A - Lockdown 2:00pm</div>	<div style="background-color: #FFD700; padding: 2px;">★ B - Pay day</div> <div style="background-color: #90EE90; padding: 2px; margin-top: 2px;">A - Payroll clears edits</div>	Holiday	Holiday		
Cycle A – Time and Attendance		Cycle B – Maintenance					