

November 20

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 1	2	3	4	5	6	7
	<p>■ A - Reports ready by 10</p> <p>Cycle B – Time and Attendance</p> <p>Cycle A – Maintenance</p>		<p>★ A - Pay day</p> <p>■ B - Lockdown 2:00pm</p>	<p>■ B - Payroll clears edits</p>	<p>■ B - Reports ready by 10</p> <p>Cycle A – Time and Attendance</p> <p>Cycle B – Maintenance</p>	
8	9	10	11	12	13	14
	<p>★ B - Pay day</p> <p>Cycle A – Time and Attendance</p> <p>Cycle B – Maintenance</p>		<p>Holiday</p> 	<p>■ A - Lockdown 2:00pm</p> <p>Cycle A – Time and Attendance</p> <p>Cycle B – Maintenance</p>	<p>■ A - Payroll clears edits</p>	
15	16	17	18	19	20	21
	<p>■ A - Reports ready by 10</p> <p>Cycle B – Time and Attendance</p> <p>Cycle A – Maintenance</p>		<p>★ A - Pay day</p>	<p>■ B - Lockdown 2:00pm</p>	<p>■ B - Payroll clears edits</p>	
22	23	24	25	26	27	28
	<p>■ B - Reports ready by 10</p> <p>Cycle A – Time and Attendance</p> <p>Cycle B – Maintenance</p>	<p>■ A - Lockdown 2:00pm</p>	<p>★ B - Pay day</p> <p>■ A - Payroll clears edits</p>	<p>Holiday</p> 	<p>Holiday</p> 	
29	30	December 1	2	3	4	5
	<p>■ A - Reports ready by 10</p> <p>Cycle B – Time and Attendance</p> <p>Cycle A – Maintenance</p>		<p>★ A - Pay day</p>	<p>■ B - Lockdown 2:00pm</p>	<p>■ B - Payroll clears edits</p>	