

November 21

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 31	November 1	2	3	4	5	6
	<div style="display: flex; justify-content: space-between;"> ■ A - Reports ready by 10 </div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>		<div style="display: flex; justify-content: space-between;"> ★ A - Pay day </div>	<div style="display: flex; justify-content: space-between;"> ■ B - Lockdown 2:00pm </div>	<div style="display: flex; justify-content: space-between;"> ■ B - Payroll clears edits </div>	
7	8	9	10	11	12	13
	<div style="display: flex; justify-content: space-between;"> ■ B - Reports ready by 10 </div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Time and Attendance</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Maintenance</div>		<div style="display: flex; justify-content: space-between;"> ★ B - Pay day ■ A - Lockdown 2:00pm </div>	Holiday 	<div style="display: flex; justify-content: space-between;"> ■ A - Payroll clears edits </div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Maintenance</div>	
14	15	16	17	18	19	20
	<div style="display: flex; justify-content: space-between;"> ■ A - Reports ready by 10 </div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>		<div style="display: flex; justify-content: space-between;"> ★ A - Pay day </div>	<div style="display: flex; justify-content: space-between;"> ■ B - Lockdown 2:00pm </div>	<div style="display: flex; justify-content: space-between;"> ■ B - Payroll clears edits </div>	
21	22	23	24	25	26	27
	<div style="display: flex; justify-content: space-between;"> ■ B - Reports ready by 10 ■ A - Lockdown 2:00pm </div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Time and Attendance</div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Maintenance</div>		<div style="display: flex; justify-content: space-between;"> ★ B - Pay day ■ A - Payroll clears edits </div>	Holiday 	Holiday 	
28	29	30	December 1	2	3	4
	<div style="display: flex; justify-content: space-between;"> ■ A - Reports ready by 10 </div> <div style="background-color: #00b0f0; padding: 2px; margin-top: 5px;">Cycle B – Time and Attendance</div> <div style="background-color: #92d050; padding: 2px; margin-top: 5px;">Cycle A – Maintenance</div>		<div style="display: flex; justify-content: space-between;"> ★ A - Pay day </div>	<div style="display: flex; justify-content: space-between;"> ■ B - Lockdown 2:00pm </div>	<div style="display: flex; justify-content: space-between;"> ■ B - Payroll clears edits </div>	