			November 22			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 30	31	November 1	2	3	4	5
	A - Reports ready by 10		☆ A - Pay day	B - Lockdown 2:00pm	B - Payroll clears edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
6	7	8	9	10	11	12
	B - Reports ready by 10		★ B - Pay day A - Lockdown 2:00pm	A - Payroll clears edits	(3)	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
13	14	15	16	17	18	19
	A - Reports ready by 10		☆ A - Pay day	B - Lockdown 2:00pm	B - Payroll clears edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
20	21	22	23	24	25	26
			☆ B - Pay day	Holiday	Holiday	
	B - Reports ready by 10	A - Lockdowii 2.00piii	A - Payroll clears edits	(3	((3)	
	Cycle A – Time and Attendance					
	Cycle B - Maintenance					
27	28	29	30	December 1	2	3
	A - Reports ready by 10		🛕 A - Pay day	B - Lockdown 2:00pm	B - Payroll clears edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintena	ınce				