

# November 24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 27	28	29	30	31	November 1	2
	A-Reports ready by 10		CYCLE – A Pay Day B-Noon Deadline Pay forms	B-Lockdown 2 pm	B-Payroll Clears Edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
3	4	5	6	7	8	9
	B-Reports ready by 10	A- Noon Deadline Pay Forms	CYCLE – B Pay Day A- Lockdown 2 p.m.	A- Payroll Clears Edits	A-Reports ready by 10 Veterans Day	
	Cycle A – Time and Attendance				Cycle B – Time & Attend	
	Cycle B – Maintenance					Cycle A – Maintenance
10	11	12	13	14	15	16
	Veterans Day 		CYCLE – A Pay Day B-Noon Deadline Pay forms	B-Lockdown 2 pm	B-payroll Clears Edits	
		CycleB – Time and Attendance				
		Cycle A – Maintenance				
17	18	19	20	21	22	23
	B-Reports ready by 10		CYCLE – B Pay Day A-Noon Deadline Pay forms	A-Lockdown 2 pm	A-payroll Clears Edits	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
24	25	26	27	28	29	30
	A-Reports ready by 10 B Noon Deadline pay forms	B -Lockdown 2pm	A- Pay Day B payroll clears edits	Thanksgiving Holiday 	Thanksgiving Holiday 	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					