




November 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 26	27	28	29	30	31	November 1
	A-Reports ready by 10		A – Paydate B-Noon Deadline Payforms	B - Lockdown 2:00 p.m	B - Payroll Clears Edits	
2	3	4	5	6	7	8
	B-Reports ready by 10	A-Noon Deadline Payforms	B – Paydate A - Lockdown 2:00 p.m	A - Payroll Clears Edits	A-Reports ready by 10	
	Cycle A – Time and Attendance				Cycle B Time & Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
9	10	11	12	13	14	15
		VETERANS DAY HOLIDAY!	A – Paydate B-Noon Deadline Payforms	B - Lockdown 2:00 p.m	B - Payroll Clears Edits	
	Cycle B Time & Attendance		Cycle B – Time and Attendance			
	Cycle A – Maintenance		Cycle A – Maintenance			
16	17	18	19	20	21	22
	B-Reports ready by 10		B – Paydate A-Noon Deadline Payforms	A - Lockdown 2:00 p.m	A - Payroll Clears Edits	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
23	24	25	26	27	28	29
	A-Reports ready by 10 B-Noon Deadline Payforms	B - Lockdown 2:00 p.m	A – Paydate	Thanksgiving Day	Thanksgiving Friday	
30	Cycle B – Time and Attendance		B - Payroll Clears Edits			
	Cycle A – Maintenance					