

# November 25

| Sunday                        | Monday   | Tuesday   | Wednesday   | Thursday  | Friday   | Saturday   |
|-------------------------------|--|---|---|---|--|--|
| October 26                    | 27   | 28  | 29  | 30  | 31   | November 1   |
|                               | Employee Time Submission   | Pay Input (EIB)<br>2 pm Deadline  | A – Paydate<br>Time Entry Locked 2pm  | Payroll Completed   | Time Entry opened 9am<br>Off Cycle Check Processing  |  |
| 2                             | 3  | 4   | 5   | 6   | 7  | 8  |
|                               | Employee Time Submission   | Pay Input (EIB)<br>2 pm Deadline  | B – Paydate<br>Time Entry Locked 2 pm   | Payroll Completed   | Time Entry opened 9am<br>Off Cycle Check Processing  |  |
| Cycle A – Time and Attendance |  |   | Cycle B – Maintenance   |   | Cycle B Time & Attendance  | Cycle A – Maintenance                                |
| 9                             | 10   | 11  | 12  | 13  | 14   | 15   |
|                               | Employee Time Submission<br><br>Pay Input (EIB)<br>5 pm Deadline                                       | VETERANS DAY<br>HOLIDAY!<br> | A – Paydate<br>Time Entry Locked 2pm  | Payroll Completed   | Time Entry opened 9am<br>Off Cycle Check Processing  |  |
| Cycle B Time & Attendance     |  |   | Cycle B – Time and Attendance   |   | Cycle A – Time and Attendance  |  |
| Cycle A – Maintenance         |  |   | Cycle A – Maintenance   |   | Cycle B – Maintenance  |  |
| 16                            | 17   | 18  | 19  | 20  | 21   | 22   |
|                               | Employee Time Submission by 11 AM<br>Pay Input (EIB) by 5 pm<br>Supervisor Approval by end of day 5 pm | Retro   | B – Paydate<br>EIB & One time<br>Last Calc. run by 10 am<br>Entry Locked 2 pm | Payroll Settled   | Time Entry opened 9am-B<br>Off Cycle Check Processing-<br>Employee Time Submission<br>by EOD                 | Employee Time Submission<br>by EOD if working today. |
| Cycle A – Time and Attendance |  |   | Cycle B – Maintenance   |   | Cycle B Time & Attendance  | Cycle A – Maintenance                                |
| 23                            | 24   | 25  | 26  | 27  | 28   | 29   |
|                               | Pay Input (EIB) by 12 pm<br>Supervisor Approval by end<br>of day 2 pm                                  | Retro Cal by 10 am  | A – Pay date<br>Payroll Settled 3 pm  | Thanksgiving Day<br> | Thanksgiving Friday<br> | Off Cycle next Monday                                |
| 30                            | Cycle B – Time and Attendance  |   | Cycle A – Maintenance   |   |  |  |