

November 25

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