November 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 1	2 Employee Time Submission Supervisor approval by EOD **Cycle A – Time and Attendance** **Cycle B – Maintenance**	3 Pay Input (EIB) 2 pm Deadline	4 B – Paydate Time Entry Locked 2pm	5 Payroll Completed	6 Time Entry opened 9am -A Off Cycle Check Processing-B **Cycle B Time & Attendance** **Cycle A – Maintenance**	7
8	9 Employee Time Submission Supervisor approval by EOD Pay Input (EIB) 2 pm Deadline **Cycle B Time & Attendance** **Cycle A – Maintenance**	10 A – Paydate Time Entry Locked 2pm	11 VETERANS DAY	12 Payroll Completed **Cycle A – Maintenance**	13 Time Entry opened 9am -B Off Cycle Check Processing-A **Cycle A – Time and Attendance** **Cycle B – Maintenance**	14
15	16 Employee Time Submission Supervisor approval by EOD **Cycle A – Time and Attendance** **Cycle B – Maintenance**	17 Pay Input (EIB) 2 pm Deadline	18 B – Paydate Time Entry Locked 2pm	19 Payroll Completed	20 Time Entry opened 9am -A Off Cycle Check Processing-B **Cycle B Time & Attendance** **Cycle A – Maintenance**	21
22	23 Employee Time Submission Supervisor approval by EOD Pay Input (EIB) 2 pm Deadline **Cycle B Time & Attendance** **Cycle A – Maintenance**	24 Time Entry Locked Noon	25 A – Paydate Payroll Completed Time Entry opened 9am -B Off Cycle Check Processing-A	26 THANKSGIVING DAY	27 THANKSGIVING FRIDAY	28
29	30 Employee Time Submission Supervisor approval by EOD Time Entry opened 9am -B Off Cycle Check Processing-A **Cycle A – Time and Attendance** **Cycle B – Maintenance**	December 1 Pay Input (EIB) 2 pm Deadline	2 B – Paydate Time Entry Locked 2pm	3 Payroll Completed	4 Time Entry opened 9am -A Off Cycle Check Processing-B **Cycle B Time & Attendance** **Cycle A – Maintenance**	5