

October 19

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 29	30	October 1	2	3	4	5
			★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits	
		Cycle A – Time and Attendance				
		Cycle B – Maintenance				
6	7	8	9	10	11	12
	■ A - Reports ready by 10		★ A - Pay day ■ B - Lockdown 2:00pm	■ B - Payroll clears edits	■ B - Reports ready by 10	
	Cycle B – Time and Attendance				Cycle B – Maintenance	
	Cycle A – Maintenance					
13	14	15	16	17	18	19
	Holiday		★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits	
		Cycle A – Time and Attendance				
		Cycle B – Maintenance				
20	21	22	23	24	25	26
	■ A - Reports ready by 10		★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits	
	Cycle B – Time and Attendance					
	Cycle A – Maintenance					
27	28	29	30	31	November 1	2
	■ B - Reports ready by 10		★ B - Pay day	■ A - Lockdown 2:00pm		
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					