

October 24

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