


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