September 18

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