

September 19

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