

September 24

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