September 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 31	September 1	2	3	4	5	6
	Labor 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				
7	8	9	10	11	12	13
	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	
14	15	16	17	18	19	20
		B-Noon Deadline Payforms	A – Paydate B - Lockdown 2:00 p.m	B - Payroll Clears Edits	B-Reports ready by 10	
	Cycle B – Time and Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	
21	22	23	24	25	26	27
	Employee Time Submission	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2 pm	Payroll Completed	Time Entry opened 9am Off Cycle Check Processing	
	Cycle A – Time and Attendance				Cycle B – Time and Attendance	
	Cycle B – Maintenance				Cycle A – Maintenance	
28	29	30	October 1	2	3	4
	Employee Time Submission	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am Off Cycle Check Processing	
	Cycle B – Time and Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	