

September 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 30	31	September 1	2	3	4	5
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A Employee time Submission by EOD	Employee Time Submission- Sat. work EOD
	Cycle B – Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance					Cycle B – Maintenance
6	7	8	9	10	11	12
	Labor Day 	Pay Input (EIB) 2 pm Deadline Supervisor approval A.M.	B – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -A Off Cycle Check Processing-B	
	Cycle A – Time and Attendance				Cycle B – Time & Attendance	
	Cycle B – Maintenance					Cycle A – Maintenance
13	14	15	16	17	18	19
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	
	Cycle B – Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance					Cycle B – Maintenance
20	21	22	23	24	25	26
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	B – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -A Off Cycle Check Processing-B	
	Cycle A – Time and Attendance				Cycle B – Time & Attendance	
	Cycle B – Maintenance					Cycle A – Maintenance
27	28	29	30	October 1	2	3
	Employee Time Submission Supervisor approval by EOD	Pay Input (EIB) 2 pm Deadline	A – Paydate Time Entry Locked 2pm	Payroll Completed	Time Entry opened 9am -B Off Cycle Check Processing-A	
	Cycle B – Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance					Cycle B – Maintenance