

September 26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 30	31	September 1	2	3	4	5
	Employee Time Submission by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am	Employee Time Submission Supervisor Approval
	Cycle B Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	
6	7	8	9	10	11	12
	Labor Day 	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	B– Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle A Open 9am Off Cycle Check Processing-B by 9 am	
		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 by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am	
	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 by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	B– Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle A Open 9am Off Cycle Check Processing-B by 9 am	
	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 by 11 am	Retro Processing by 12:00 PM Pay Input (EIB) 2 pm Deadline Supervisor approval by 2 pm	A – Paydate Time Tracking Lockdown 2pm	12:00PM Payroll Settlement	Time Entry Cycle B open 9am Off Cycle Check Processing-A by 9 am	
	Cycle B Time & Attendance				Cycle A – Time and Attendance	
	Cycle A – Maintenance				Cycle B – Maintenance	