

# January 15

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 28	29	30	31	January 1	2	3
			★ B - Pay day ■ A - Lockdown 2:00pm	Holiday	■ A - Payroll clears edits	
	<b>Cycle A – Time and Attendance</b>				<b>Cycle B – Maintenance</b>	
4	5	6	7	8	9	10
	■ A - Reports ready by 10		★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits	
	<b>Cycle B – Time and Attendance</b>				<b>Cycle A – Maintenance</b>	
11	12	13	14	15	16	17
	■ B - Reports ready by 10		★ B - Pay day ■ A - Lockdown 2:00pm	■ A - Payroll clears edits	■ A - Reports ready by 10	
	<b>Cycle A – Time and Attendance</b>			<b>Cycle B – Time and Attendance</b>		<b>Cycle A – Maintenance</b>
18	19	20	21	22	23	24
	Holiday		★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits	
		<b>Cycle B – Time and Attendance</b>			<b>Cycle A – Maintenance</b>	
25	26	27	28	29	30	31
	■ B - Reports ready by 10		★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits	
	<b>Cycle A – Time and Attendance</b>			<b>Cycle B – Maintenance</b>		