

December 16

December 16						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 27	28	29	30	December 1	2	3
	<div style="background-color: #0070c0; color: white; padding: 2px;">■</div> B - Reports ready by 10		<div style="color: #ffc000;">★</div> B - Pay day	<div style="background-color: #70ad47; color: white; padding: 2px;">■</div> A - Lockdown 2:00pm	<div style="background-color: #70ad47; color: white; padding: 2px;">■</div> A - Payroll clears edits	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
4	5	6	7	8	9	10
	<div style="background-color: #70ad47; color: white; padding: 2px;">■</div> A - Reports ready by 10		<div style="color: #ffc000;">★</div> A - Pay day	<div style="background-color: #0070c0; color: white; padding: 2px;">■</div> B - Lockdown 2:00pm	<div style="background-color: #0070c0; color: white; padding: 2px;">■</div> B - Payroll clears edits	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
11	12	13	14	15	16	17
	<div style="background-color: #0070c0; color: white; padding: 2px;">■</div> B - Reports ready by 10		<div style="color: #ffc000;">★</div> B - Pay day	<div style="background-color: #70ad47; color: white; padding: 2px;">■</div> A - Lockdown 2:00pm	<div style="background-color: #70ad47; color: white; padding: 2px;">■</div> A - Payroll clears edits	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
18	19	20	21	22	23	24
	<div style="background-color: #70ad47; color: white; padding: 2px;">■</div> A - Reports ready by 10		<div style="color: #ffc000;">★</div> A - Pay day <div style="background-color: #0070c0; color: white; padding: 2px;">■</div> B - Lockdown 2:00pm	<div style="background-color: #0070c0; color: white; padding: 2px;">■</div> B - Payroll clears edits	<div style="background-color: #0070c0; color: white; padding: 2px;">■</div> B - Reports ready by 10	
Cycle B – Time and Attendance					Cycle A – Time and Attendance	
Cycle A – Maintenance					Cycle B – Maintenance	
25	26	27	28	29	30	31
	Holiday		<div style="color: #ffc000;">★</div> B - Pay day <div style="background-color: #70ad47; color: white; padding: 2px;">■</div> A - Lockdown 2:00pm	<div style="background-color: #70ad47; color: white; padding: 2px;">■</div> A - Payroll clears edits	<div style="background-color: #70ad47; color: white; padding: 2px;">■</div> A - Reports ready by 10	
Cycle A – Time and Attendance		Cycle B – Maintenance				Cycle B – Time and Attendance
					Cycle A – Maintenance	