

## February 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 31	February 1	2	3	4	5	6
	<div style="background-color: #92d050; padding: 2px;">A - Reports ready by 10</div>		<div style="color: #ffcc00;">★</div> A - Pay day	<div style="background-color: #00b0f0; padding: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Payroll clears edits</div>	
<b>Cycle B – Time and Attendance</b>						
<b>Cycle A – Maintenance</b>						
7	8	9	10	11	12	13
	<div style="background-color: #00b0f0; padding: 2px;">B - Reports ready by 10</div>		<div style="color: #ffcc00;">★</div> B - Pay day <div style="background-color: #92d050; padding: 2px;">A - Lockdown 2:00pm</div>	<div style="background-color: #92d050; padding: 2px;">A - Payroll clears edits</div>	<div style="background-color: #92d050; padding: 2px;">A - Reports ready by 10</div>	
<b>Cycle A – Time and Attendance</b>					<b>Cycle B – Time and Attendance</b>	
<b>Cycle B – Maintenance</b>					<b>Cycle A – Maintenance</b>	
14	15	16	17	18	19	20
	Holiday		<div style="color: #ffcc00;">★</div> A - Pay day	<div style="background-color: #00b0f0; padding: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Payroll clears edits</div>	
<b>Cycle B – Time and Attendance</b>				<b>Cycle A – Maintenance</b>		
21	22	23	24	25	26	27
	<div style="background-color: #00b0f0; padding: 2px;">B - Reports ready by 10</div>		<div style="color: #ffcc00;">★</div> B - Pay day	<div style="background-color: #92d050; padding: 2px;">A - Lockdown 2:00pm</div>	<div style="background-color: #92d050; padding: 2px;">A - Payroll clears edits</div>	
<b>Cycle A – Time and Attendance</b>					<b>Cycle B – Maintenance</b>	
28	29	March 1	2	3	4	5
	<div style="background-color: #92d050; padding: 2px;">A - Reports ready by 10</div>		<div style="color: #ffcc00;">★</div> A - Pay day	<div style="background-color: #00b0f0; padding: 2px;">B - Lockdown 2:00pm</div>	<div style="background-color: #00b0f0; padding: 2px;">B - Payroll clears edits</div>	
<b>Cycle B – Time and Attendance</b>					<b>Cycle A – Maintenance</b>	