

June 16

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