

May 16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 1	2	3	4	5	6	7
	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Reports ready by 10		<div style="color: gold;">★</div> B - Pay day	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Lockdown 2:00pm	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Payroll clears edits	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
8	9	10	11	12	13	14
	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Reports ready by 10		<div style="color: gold;">★</div> A - Pay day	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Lockdown 2:00pm	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Payroll clears edits	
Cycle B – Time and Attendance						
Cycle A – Maintenance						
15	16	17	18	19	20	21
	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Reports ready by 10		<div style="color: gold;">★</div> B - Pay day	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Lockdown 2:00pm	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Payroll clears edits	
Cycle A – Time and Attendance						
Cycle B – Maintenance						
22	23	24	25	26	27	28
	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Reports ready by 10		<div style="color: gold;">★</div> A - Pay day <div style="background-color: #00aaff; padding: 2px;">■</div> B - Lockdown 2:00pm	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Payroll clears edits	<div style="background-color: #00aaff; padding: 2px;">■</div> B - Reports ready by 10	
Cycle B – Time and Attendance					Cycle A – Time and Attendance	
Cycle A – Maintenance					Cycle B – Maintenance	
29	30	31	June 1	2	3	4
	Holiday		<div style="color: gold;">★</div> B - Pay day	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Lockdown 2:00pm	<div style="background-color: #90ee90; padding: 2px;">■</div> A - Payroll clears edits	
Cycle A – Time and Attendance						
Cycle B – Maintenance						