

January 17

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