

July 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 1	2	3	4	5	6	7
		★ A - Pay day	Holiday	☐ B - Lockdown 2:00pm	☐ B - Payroll clears edits	
	Cycle B – Time and Attendance			Cycle B – Time and Attendance		
	Cycle A – Maintenance			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	
	Cycle A – Time and Attendance					
	Cycle B – Maintenance					
15	16	17	18	19	20	21
	☐ A - Reports ready by 10		★ 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	August 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					