

June 18

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