

January 2010

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