

January 14

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