

September 14

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