


# September 25

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 31	September 1	2	3	4	5	6
	Labor Day 		A – Paydate B-Noon Deadline Payforms	B - Lockdown 2:00 p.m	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 – Paydate A-Noon Deadline Payforms	A - Lockdown 2:00 p.m	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 – Paydate B-Noon Deadline Payforms	B - Lockdown 2:00 p.m	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 – Paydate A-Noon Deadline Payforms	A - Lockdown 2:00 p.m	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 – Paydate B-Noon Deadline Payforms	B - Lockdown 2:00 p.m	B - Payroll Clears Edits	
		Cycle B – Time and Attendance				
		Cycle A – Maintenance				