

October 23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 1	2	3	4	5	6	7
	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>■ A - Reports ready by 10</p> <p>Cycle B – Time and Attendance</p> <p>Cycle A – Maintenance</p> </div> <div style="width: 48%;"> <p>★ A - Pay day</p> <p>■ B - Lockdown 2:00pm</p> <p>■ B - Payroll clears edits</p> <p>■ B - Reports ready by 10</p> <p>Cycle A – Time and Attendance</p> <p>Cycle B – Maintenance</p> </div> </div>					
8	9	10	11	12	13	14
			<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>★ B - Pay day</p> <p>Cycle A – Time and Attendance</p> <p>Cycle B – Maintenance</p> </div> <div style="width: 48%;"> <p>■ A - Lockdown 2:00pm</p> <p>■ A - Payroll clears edits</p> </div> </div>			
15	16	17	18	19	20	21
	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>■ A - Reports ready by 10</p> <p>Cycle B – Time and Attendance</p> <p>Cycle A – Maintenance</p> </div> <div style="width: 48%;"> <p>★ A - Pay day</p> <p>■ B - Lockdown 2:00pm</p> <p>■ B - Payroll clears edits</p> </div> </div>					
22	23	24	25	26	27	28
	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>■ B - Reports ready by 10</p> <p>Cycle A – Time and Attendance</p> <p>Cycle B – Maintenance</p> </div> <div style="width: 48%;"> <p>★ B - Pay day</p> <p>■ A - Lockdown 2:00pm</p> <p>■ A - Payroll clears edits</p> </div> </div>					
29	30	31	November 1	2	3	4
	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>■ A - Reports ready by 10</p> <p>Cycle B – Time and Attendance</p> <p>Cycle A – Maintenance</p> </div> <div style="width: 48%;"> <p>★ A - Pay day</p> <p>■ B - Lockdown 2:00pm</p> <p>■ B - Payroll clears edits</p> </div> </div>					