


**April 2019**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	
	1 10:00: Review Online Student Timecard Status Report 12:00 PRISM TRKS timecard approval deadline	2 PTE Student Batches available for review until Noon	3	4 	5 Biweekly time entry can begin	6
7	8 10:00: Review Online Student Timecard Status Report 12:00 PRISM TRKS timecard approval deadline 5:00 PTE Users: batches must be entered and marked complete for BW employees Compliance Center deadline for Biweekly Payroll	9 BIWEEKLY DAY 1 PTE Student Batches available for review until Noon	10 BIWEEKLY DAY 2	11 Biweekly register reports available online/review your registers. Contact your Representative by 11am	12 <b>BIWEEKLY PAYDAY</b>	13
14	15 10:00: Review Online Student Timecard Status Report 12:00 PRISM TRKS timecard approval deadline	16 PTE Student Batches available for review until Noon	17 Compliance Center deadline for UPP2 payroll	18 UPP2 DAY 1	19 UPP2 DAY 2 Biweekly time entry can begin	20
21	22 10:00: Review Online Student Timecard Status Report 12:00 PRISM TRKS timecard approval deadline 5:00 PTE Users: batches must be entered and marked complete for BW employees Compliance Center deadline for Biweekly Payroll Compliance Center deadline for Monthly payroll UPP2 payroll register report available online	23 BIWEEKLY DAY 1 MONTHLY DAY 1 PTE Student Batches available for review until Noon	24 BIWEEKLY DAY 2 MONTHLY DAY 2	25 Biweekly register reports available online/review your registers. Contact your Representative by 11am Monthly online payroll registers available	26 <b>BIWEEKLY PAYDAY</b> Departments review Monthly payroll registers. Please contact your representative by 2pm	27
28	29 10:00: Review Online Student Timecard Status Report 12:00 PRISM TRKS timecard approval deadline	30 <b>MONTHLY PAYDAY</b> PTE Student Batches available for review until Noon		<b>Day 1: Deadlines for all benefit and employment information processing is 3:30pm</b>	<b>Day 2: Deadline for retry requests is 1:00pm</b>	