


JUNE 2019

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