


May 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 Biweekly time entry can begin	4
5	6 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	7 Biweekly Day 1 PTE Student Batches available for review until Noon	8 Biweekly Day 2	9 Biweekly register reports available online/review your registers. Contact your Representative by 11am	10 Biweekly Payday	11
12	13 10:00: Review Online Student Timecard Status Report 12:00 PRISM TRKS timecard approval deadline	14 PTE Student Batches available for review until Noon	15	16	17 Biweekly time entry can begin Compliance Center deadline for UPP2 payroll	18
19	20 UPP2 DAY 1 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	21 UPP2 DAY 2 Biweekly Day 1 PTE Student Batches available for review until Noon	22 Biweekly Day 2 Compliance Center deadline for Monthly payroll UPP2 payroll register report available online	23 Monthly Day 1 Biweekly register reports available online/review your registers. Contact your Representative by 11am	24 Biweekly Payday Monthly Day 2 10:00: Review Online Student Timecard Status Report 12:00 PRISM TRKS timecard approval deadline For week 19-25	25
26	27 <u>University Holiday</u>	28 Monthly online payroll registers available PTE Student Batches available for review until Noon	29 Departments review Monthly payroll registers. Please contact your representative by 2pm	30	31 Monthly Payday Biweekly time entry can begin	