

# UW-Whitewater ATP Cutover Deadlines

UW-Whitewater ATP Cutover Deadlines			Q3 FY2025								Q4 FY2025								Q1 FY2026								
			2/2/25 - 2/8/25	2/9/25 - 2/15/25	2/16/25 - 2/22/25	2/23/25 - 3/1/25	3/2/25 - 3/8/25	3/9/25 - 3/15/25	3/16/25 - 3/22/25	3/23/25 - 3/29/25	3/30/25 - 4/5/25	4/6/25 - 4/12/25	4/13/25 - 4/19/25	4/20/25 - 4/26/25	4/27/25 - 5/3/25	5/4/25 - 5/10/25	5/11/25 - 5/17/25	5/18/25 - 5/24/25	5/25/25 - 5/31/25	6/1/25 - 6/7/25	6/8/25 - 6/14/25	6/15/25 - 6/21/25	6/22/25 - 6/28/25	6/29/25 - 7/5/25	7/6/25 - 7/12/25	7/13/25 - 7/19/25	7/20/25 - 7/26/25
ID	Task	Date(s)	Week of								Week of								Week of								
<b>Human Resources</b>			<b>Human Resources</b>								<b>Human Resources</b>								<b>Human Resources</b>								
1	Final Day - Request to Recruit w/ 4/1/25 Deadline	2/14/2025	FRI 2/14/25																								
2	Final Day - Request Faculty Appointment Changes	3/31/2025								FRI 3/31/25																	
3	Final Day - For Re-Hire	4/15/2025									TUE 4/15/25																
4	Final Day - Change of Status	5/30/2025															FRI 5/30/25										
5	Final Day - ESS, W4, DD, & Address Changes	5/30/2025														FRI 5/30/25											
6	Final Employee HRS Timesheet Entry	6/26/2025																			THU 6/26/25						
7	Final Supervisor HRS Timesheet Approval	6/27/2026																			FRI 6/27/25						
	ATP Training (Dates/Sessions TBD)	3/1/25 - 7/1/25																									
	ATP Cutover System Lockout	6/28/25 - 7/7/25																				SAT 6/28/25 - MON 7/7/25					
	ATP Go-Live Employee Access (Tentative - Date Subject to Chang	7/7/2025																							MON 7/7/25		
<b>Procurement</b>			<b>Procurement</b>								<b>Procurement</b>								<b>Procurement</b>								
1	Final Day -To Submit Requisitions	5/30/2025															FRI 5/30/25										
2	Final Day - To Request Corporate Card in SFS	5/30/2024														FRI 5/30/25											
3	Final Day - To Apply for a PCard in SFS	6/10/2025																		TUE 6/10/25							
4	Final Day - For Processing of Sub Award POs	6/17/2025																			TUE 6/17/25						
5	Final Day - To Create or Update Supplier Record	6/17/2025																			TUE 6/17/25						
6	Final Day - To Issue POs	6/17/2025																			TUE 6/17/25						
7	Final Day - To Reconcile PCard Transactions in SFS	6/23/2025																			MON 6/23/25						
8	Final Day - To Approve PCard Transactions in SFS	6/24/2025																			TUE 6/24/25						
9	Final Day - To Order from Inventory Sites	6/25/2025																			WED 6/25/25						
10	Final Day - Create PO Receipts	6/25/2025																			WED 6/25/25						
	ATP Training (Dates/Sessions TBD)	3/1/25 - 7/1/25																									
	ATP Cutover System Lockout	6/28/25 - 7/7/25																				SAT 6/28/25 - MON 7/7/25					
	ATP Go-Live Employee Access (Tentative - Date Subject to Chang	7/7/2025																							MON 7/7/25		
<b>Financial Services</b>			<b>Financial Services</b>								<b>Financial Services</b>								<b>Financial Services</b>								
1	Final Day - Submit Cash Advance Request	5/9/2025													FRI 5/9/25												
2	Final Day - To Request or Change Non-Employee Profile	5/29/2025															THU 5/29/25										
3	Final Day - To Submit Travel Authorization	5/30/2024														FRI 5/30/25											
4	Final Day - To Load Corporate Card Transaction in SFS	6/2/2025																			MON 6/2/25						
5	Final Day - To Create Non-Employee Profile or Update Existing	6/2/2025																			MON 6/2/25						
6	Final Day - To Submit an Expense Report	6/9/2025																			MON 6/9/25						
7	Final Day - To Create an Expense Report (Shut off on 6/10)	6/9/2025																			MON 6/9/25						
8	Final Day - To Repay Cash Advance	6/12/2025																			THU 6/12/25						
9	Final Day - To Approve Expense Reports	6/16/2025																			MON 6/16/25						
10	Final Day - To Settle Expense Reports	6/17/2025																			TUE 6/17/25						
11	Final Day - To Load PCard Transactions into SFS	6/20/2024																			FRI 6/20/25						
12	Final Day - To Process Invoices	6/25/2025																				WED 6/25/25					
	ATP Training (Dates/Sessions TBD)	3/1/25 - 7/1/25																									
	ATP Cutover System Lockout	6/28/25 - 7/7/25																				SAT 6/28/25 - MON 7/7/25					
	ATP Go-Live Employee Access (Tentative - Date Subject to Chang	7/7/2025																							MON 7/7/25		