

Timing of Check Register Availability in InfoPorte

Question: Ever wonder when the **Preliminary** and **Finalized** check registers are available in Infoporte for a given payroll?

Answer: Well, wonder no more.

The chart provided below illustrates when the Preliminary and Finalized check register are available in Infoporte for a given payroll.

Date	What Type of Check Register will be Displayed in InfoPorte
Day of Payroll Lockout	Nothing related to payroll being processed
One Business Day after Posted Payroll Lockout (<i>after 9am</i>)*	Prelim Check Register
Two Business Days after Posted Lockout Date (<i>after 9am</i>)*	Prelim Check Register
One Business Day After Posted Payroll Confirm Date (<i>after 9am</i>)*	Finalized Check Register

*The lockout dates for the [biweekly](#) payroll can be found here, whereas, the lockout dates for the [monthly](#) payroll can be found here.

An illustration of the check register that is available in InfoPorte is provided below. You will note that in this example, check register information for a **“Finalized”** check for payroll period B22 is illustrated.

The screenshot shows the InfoPorte interface for the 'Check Register' section. The search criteria are set to 'May 2015' for both 'Paydates from' and 'Paydates thru'. The 'Chk Status' column in the table below is circled in red, highlighting the 'Finalized' status for two entries.

Name	PID	Dept	Pay Prd	Chk Dt	Chk #	Chk Status	Form ID	Run ID	Em Cd	Earnings	Tot Deducts	Tot Tax	Hour Rt	Gross Pay	Net P
		213430	B22	5/15/2015	1274233	Finalized	UNCACH	B22-050315	REG						
		213430	B22	5/15/2015	1274233	Finalized	UNCACH	B22-050315							