



April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1. 12:00 pm Pitt Worx timecard approval deadline for week ending 3/30/24 12:00 pm biweekly deadline for retroactive changes including timecards 5:00 pm deadline for biweekly new hires/rehires to be completed which includes onboarding	2. <i>Biweekly Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline	3. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	4. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 4/5/24 2:00 pm deadline for dept admins to request ACH reversal for 4/5/24 BW pay	5. Biweekly Payday QuickPay paydate for Biweekly & Monthly	6.
7.	8. 12:00 pm Pitt Worx timecard approval deadline for week ending 4/6/24	9. 	10.	11. 9:00 am deadline for depts to request QuickPays dated for 4/12/24	12. QuickPay paydate for Biweekly & Monthly	13.
14.	15. 12:00 pm Pitt Worx timecard approval deadline for week ending 4/13/24 12:00 pm biweekly deadline for retroactive changes including timecards 12:00 pm UPP2 retroactive processing deadline for prior month pay changes 5:00 pm deadline for biweekly new hires/rehires to be completed which includes onboarding 5:00 pm deadline for UPP2 new hires/rehires to be completed which includes onboarding and Pitt Worx employee action changes approval deadline	16. <i>Biweekly Day 1</i> <i>UPP2 Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline	17. <i>Biweekly Day 2</i> <i>UPP2 Day 2</i> 7:00 am preview biweekly payroll registers available 7:00 am preview UPP2 payroll registers available 10:00 am UPP2 deadline for dept admin to request retries 11:00 am deadline for dept admins to request biweekly retries	18. 7:00 am final biweekly payroll registers available 7:00 am final UPP2 payroll registers available 9:00 am deadline for depts to request QuickPays dated for 4/19/24 2:00 pm deadline for dept admins to request ACH reversal for 4/19/24 BW pay	19. Biweekly Payday QuickPay paydate for Biweekly & Monthly	20.
21.	22. 12:00 pm Pitt Worx timecard approval deadline for week ending 4/20/24 12:00 pm monthly retroactive processing deadline for prior month pay changes 5:00 pm deadline for monthly new hires/rehires to be completed which includes onboarding	23. <i>Monthly Day 1</i> 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	24. <i>Monthly Day 2</i> 7:00 am preview monthly payroll registers available 6:00 pm deadline for dept admins to request monthly retries	25. 9:00 am deadline for depts to request QuickPays dated for 4/26/24 	26. QuickPay paydate for Biweekly ONLY 7:00 am final monthly payroll registers available 2:00 pm monthly and UPP2 deadline for dept admins to request ACH reversal	27.
28.	29. 12:00 pm Pitt Worx timecard approval deadline for week ending 4/27/24 12:00 pm biweekly deadline for retroactive changes including timecards 5:00 pm deadline for biweekly new hires/rehires to be completed which includes onboarding	30. Monthly Payday <i>Biweekly Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline				