July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1. 12:00 pm Pitt Worx timecard approval deadline for week ending 6/29/24	2.	3. 9:00 am deadline for depts to request QuickPays dated for 7/5/24	4. **UNIVERSITY HOLIDAY – UNIVERSITY CLOSED**	5. **QuickPay paydate for Biweekly & Monthly**	6.
7.	8. 12:00 pm Pitt Worx timecard approval deadline for week ending 7/6/24 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	9. *Biweekly Day 1* 1:00 pm biweekly Pitt Worx employee action changes approval deadline	10. *Biweekly Day 2* 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	11. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 7/12/24 2:00 pm deadline for dept admins to request ACH reversal for 7/12/24 BW pay	12. **Biweekly Payday** **QuickPay paydate for Biweekly & Monthly**	13.
14.	15. 12:00 pm Pitt Worx timecard approval deadline for week ending 7/13/24	16.	17.	18. 9:00 am deadline for depts to request QuickPays dated for 7/19/24 12:00 pm UPP2 retroactive processing deadline for prior month pay changes 5:00 pm deadline for UPP2 new hires/rehires to be completed which includes onboarding and Pitt Worx employee action changes approval deadline	19. *UPP2 Day 1* **QuickPay paydate for Biweekly & Monthly**	20.
21.	22. *UPP2 Day 2* 7:00 am preview UPP2 payroll registers available 10:00 am UPP2 deadline for dept admin to request retries 12:00 pm Pitt Worx timecard approval deadline for week ending 7/20/24 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	23. *Biweekly Day 1* 7:00 am final UPP2 payroll registers available 12:00 pm monthly retroactive processing deadline for prior month pay changes 1:00 pm biweekly Pitt Worx employee action changes approval deadline 2:00 pm UPP2 deadline for dept admins to request ACH reversal 5:00 pm deadline for monthly new hires/rehires to be completed which includes onboarding	24. *Biweekly Day 2* *Monthly Day 1* 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	25. *Monthly Day 2* 7:00 am preview monthly payroll registers available 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 7/26/24 2:00 pm deadline for dept admins to request ACH reversal for 7/26/24 BW pay 6:00 pm deadline for dept admins to request monthly retries	26. **Biweekly Payday** **QuickPay paydate for Biweekly ONLY**	27.
28.	29. 7:00 am final monthly payroll registers available 12:00 pm Pitt Worx timecard approval deadline for week ending 7/27/24 2:00 pm monthly deadline for dept admins to request ACH reversal	30.	31. **Monthly Payday**			