May 2024						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
			1. *Biweekly Day 2* 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	2. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 5/3/24 2:00 pm deadline for dept admins to request ACH reversal for 5/3/24 BW pay	3. **Biweekly Payday** **QuickPay paydate for Biweekly & Monthly**	4.
5.	6. 12:00 pm Pitt Worx timecard approval deadline for week ending 5/4/24	7.	8.	9. 9:00 am deadline for depts to request QuickPays dated for 5/10/24	10. **QuickPay paydate for Biweekly & Monthly**	11.
12.	13. 12:00 pm Pitt Worx timecard approval deadline for week ending 5/11/24 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	14. *Biweekly Day 1* 1:00 pm biweekly Pitt Worx employee action changes approval deadline	15. *Biweekly Day 2* 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries 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	16. *UPP2 Day 1* 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 5/17/24 2:00 pm deadline for dept admins to request ACH reversal for 5/17/24 BW pay	17. **Biweekly Payday** **QuickPay paydate for Biweekly & Monthly** *UPP2 Day 2* 7:00 am preview UPP2 payroll registers available 10:00 am UPP2 deadline for dept admin to request retries	18.
19.	20. 7:00 am final UPP2 payroll registers available 12:00 pm Pitt Worx timecard approval deadline for week ending 5/18/24	21.	22. 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. *Monthly Day 1* 9:00 am deadline for depts to request QuickPays dated for 5/24/24 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	24. **QuickPay paydate for Biweekly ONLY** *Monthly Day 2* 7:00 am preview monthly payroll registers available 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 6:00 pm deadline for dept admins to request monthly retries	25.
26.	27. **UNIVERSITY HOLIDAY – UNIVERSITY CLOSED**	28. *Biweekly Day 1* 12:00 pm Pitt Worx timecard approval deadline for week ending 5/25/24 1:00 pm biweekly Pitt Worx employee action changes approval deadline	29. *Biweekly Day 2* 7:00 am preview biweekly payroll registers available 7:00 am final monthly payroll registers available 11:00 am deadline for dept admins to request biweekly retries 2:00 pm monthly and UPP2 deadline for dept admins to request ACH reversal	30. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 5/31/24 2:00 pm deadline for dept admins to request ACH reversal for 5/31/24 BW pay	31. **Monthly Payday** **Biweekly Payday** **QuickPay paydate for Biweekly & Monthly**	