

**August 2024**

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