

## November:

Monday, November 18	UPP2 November payroll preview registers need to be reviewed
Thursday, November 21	Monthly November payroll preview registers need to be reviewed 9AM deadline to request biweekly QuickPays for the 11/22/24 QuickPay payday – no Monthly or UPP2 QuickPays 12PM deadline for biweekly retroactive changes including timecards for weeks ending on or before 11/16/24
Friday, November 22	<b>EARLY TIMECARD CLOSING – 12PM Pitt Worx timecard approval deadline for week ending 11/23/24</b> Biweekly QuickPay Payday – no Monthly or UPP2 QuickPays
Monday, November 25	Biweekly payroll preview registers for 11/27/24 payday need to be reviewed
Tuesday, November 26	9AM deadline to request QuickPays for the 11/27/24 QuickPay payday
Wednesday, November 27	November Monthly and UPP2 Payday Biweekly Payday QuickPay Payday for Biweekly, Monthly, and UPP2
Thursday, November 28	University Holiday – University Closed
Friday, November 29	University Holiday – University Closed

## December:

Thursday, December 5	9AM deadline to request QuickPays for the 12/6/24 QuickPay payday & last day to request a UPP2 QuickPay for 2024 – next UPP2 QuickPay payday will be 1/3/25*
Friday, December 6	QuickPay Payday for Biweekly, Monthly, and UPP2
Thursday, December 12	9AM deadline to request biweekly and monthly QuickPays for the 12/13/24 QuickPay payday – no UPP2 QuickPays & last day to request a monthly QuickPay for 2024 - next monthly QuickPay payday will be 1/3/25*
Friday, December 13	UPP2 December payroll preview registers need to be reviewed Biweekly and Monthly QuickPay Payday – no UPP2 QuickPays
Thursday, December 19	Monthly December payroll preview registers need to be reviewed 9AM deadline to request biweekly QuickPays for the 12/20/24 QuickPay payday – no monthly or UPP2 QuickPays 12PM deadline for biweekly retroactive changes including timecards for weeks ending on or before 12/14/24
Friday, December 20	<b>EARLY TIMECARD CLOSING – 12PM Pitt Worx timecard approval deadline for week ending 12/21/24</b> Biweekly QuickPay Payday – no monthly or UPP2 QuickPays
Monday, December 23	Winter Recess Biweekly payroll preview registers for 12/27/24 payday need to be reviewed
Tuesday, December 24	University Holiday – University Closed
Wednesday, December 25	University Holiday – University Closed
Thursday, December 26	Winter Recess 9AM deadline to request biweekly QuickPays for the 12/27/24 QuickPay payday – no Monthly or UPP2 QuickPays
Friday, December 27	Winter Recess Biweekly Payday Biweekly QuickPay Payday – no monthly or UPP2 QuickPays
Monday, December 30	Winter Recess
Tuesday, December 31	Winter Recess December Monthly and UPP2 Payday
Wednesday, January 1	University Holiday – University Closed
Thursday, January 2	9AM deadline to request QuickPays for the 1/3/25 QuickPay payday
Friday, January 3	QuickPay Payday for Biweekly, Monthly, and UPP2

\*Please see the [late action charts](#) for more information on how to handle late actions.