

December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1.	2. 12:00 pm Pitt Worx timecard approval deadline for week ending 11/30/24	3.	4.	5. 9:00 am deadline for depts to request QuickPays dated for 12/6/24	6. QuickPay paydate for Biweekly & Monthly	7.
8.	9. 12:00 pm Pitt Worx timecard approval deadline for week ending 12/7/24 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	10. <i>Biweekly Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline	11. <i>Biweekly Day 2</i> 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	12. <i>UPP2 Day 1</i> 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 12/13/24 2:00 pm deadline for dept admins to request ACH reversal for 12/13/24 BW pay	13. Biweekly Payday QuickPay paydate for Biweekly & Monthly ONLY – no UPP2 <i>UPP2 Day 2</i> 7:00 am preview UPP2 payroll registers available 10:00 am UPP2 deadline for dept admin to request retries	14.
15.	16. 7:00 am final UPP2 payroll registers available 12:00 pm Pitt Worx timecard approval deadline for week ending 12/14/24	17. 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	18. <i>Monthly Day 1</i> 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	19. <i>Monthly Day 2</i> 7:00 am preview monthly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 12/20/24 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 6:00 pm deadline for dept admins to request monthly retries	20. QuickPay paydate ONLY for Biweekly – no Monthly or UPP2 <i>Biweekly Day 1</i> EARLY TIMECARD CLOSING - 12:00 pm Pitt Worx timecard approval deadline for week ending 12/21/24 1:00 pm biweekly Pitt Worx employee action changes approval deadline	21.
22.	23. WINTER RECESS <i>Biweekly Day 2</i> 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 11:00 am UPP2 deadline for dept admins to request ACH reversal	24. UNIVERSITY HOLIDAY – UNIVERSITY CLOSED	25. UNIVERSITY HOLIDAY – UNIVERSITY CLOSED 	26. WINTER RECESS 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 12/27/24 11:00 am deadline for dept admins to request ACH reversal for 12/27/24 BW pay 11:00 am monthly deadline for dept admins to request ACH reversal	27. WINTER RECESS Biweekly Payday QuickPay paydate ONLY for Biweekly – no Monthly or UPP2	28.
29.	30. WINTER RECESS 12:00 pm Pitt Worx timecard approval deadline for week ending 12/28/24	31. WINTER RECESS Monthly Payday				