


**April 2025**

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