February 2025						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
						1.
2.	3. 12:00 pm Pitt Worx timecard approval deadline for week ending 2/1/25 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	4. *Biweekly Day 1* 1:00 pm biweekly Pitt Worx employee action changes approval deadline	5. *Biweekly Day 2* 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	6. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 2/7/25 2:00 pm deadline for dept admins to request ACH reversal for 2/7/25 BW pay	7. **Biweekly Payday** **QuickPay paydate for Biweekly & Monthly**	8.
9.	10. 12:00 pm Pitt Worx timecard approval deadline for week ending 2/8/25	11.	12.	13. 9:00 am deadline for depts to request QuickPays dated for 2/14/25 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	14. **QuickPay paydate for Biweekly & Monthly** *UPP2 Day 1*	15.
16.	17. *UPP2 Day 2* 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 2/15/25 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	18. *Biweekly Day 1* 1:00 pm biweekly Pitt Worx employee action changes approval deadline	19. *Biweekly Day 2* 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	20. 7:00 am final biweekly payroll registers available 7:00 am final UPP2 payroll registers available 9:00 am deadline for depts to request QuickPays dated for 2/21/25 12:00 pm monthly retroactive processing deadline for prior month pay changes 2:00 pm deadline for dept admins to request ACH reversal for 2/21/25 BW pay 5:00 pm deadline for monthly new hires/rehires to be completed which includes onboarding	21. **Biweekly Payday** **QuickPay paydate for Biweekly & Monthly** *Monthly Day 1* 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	22.
23.	24. *Monthly Day 2* 7:00 am preview monthly payroll registers available 12:00 pm Pitt Worx timecard approval deadline for week ending 2/22/25 6:00 pm deadline for dept admins to request monthly retries	25.	26. 7:00 am final monthly payroll registers available 2:00 pm monthly and UPP2 deadline for dept admins to request ACH reversal	27. 9:00 am deadline for depts to request QuickPays dated for 2/28/25	28. **Monthly Payday** **QuickPay paydate for Biweekly & Monthly** 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	