




May 2025

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