
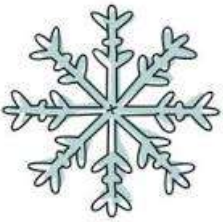




January 2025

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