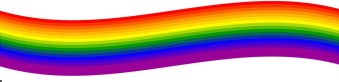



June 2024

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