

**November 2024**

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