September 2024						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
1.	2. **UNIVERSITY HOLIDAY – UNIVERSITY CLOSED**	3. *Biweekly Day 1* 12:00 pm Pitt Worx timecard approval deadline for week ending 8/31/24 1:00 pm biweekly Pitt Worx employee action changes approval deadline	4. *Biweekly Day 2* 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	5. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 9/6/24 2:00 pm deadline for dept admins to request ACH reversal for 9/6/24 BW pay	6. **Biweekly Payday** **QuickPay paydate for Biweekly & Monthly**	7.
8.	9. 12:00 pm Pitt Worx timecard approval deadline for week ending 9/7/24	10.	11.	12. 9:00 am deadline for depts to request QuickPays dated for 9/13/24	13. **QuickPay paydate for Biweekly & Monthly**	14.
15.	16. 12:00 pm Pitt Worx timecard approval deadline for week ending 9/14/24 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	17. *Biweekly Day 1* 12:00 pm UPP2 retroactive processing deadline for prior month pay changes 1:00 pm biweekly Pitt Worx employee action changes approval deadline 5:00 pm deadline for UPP2 new hires/rehires to be completed which includes onboarding and Pitt Worx employee action changes approval deadline	18. *UPP2 Day 1* *Biweekly Day 2* 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	19. *UPP2 Day 2* 7:00 am final biweekly payroll registers available 7:00 am preview UPP2 payroll registers available 9:00 am deadline for depts to request QuickPays dated for 9/20/24 10:00 am UPP2 deadline for dept admin to request retries 2:00 pm deadline for dept admins to request ACH reversal for 9/20/24 BW pay	20. **Biweekly Payday** **QuickPay paydate for Biweekly & Monthly** 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	21.
22.	23. *Monthly Day 1* 12:00 pm Pitt Worx timecard approval deadline for week ending 9/21/24 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	24. *Monthly Day 2* 7:00 am preview monthly payroll registers available 6:00 pm deadline for dept admins to request monthly retries	25. 	26. 7:00 am final monthly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 9/27/24 2:00 pm monthly and UPP2 deadline for dept admins to request ACH reversal	27. **QuickPay paydate for Biweekly ONLY**	28.
29.	30. **Monthly Payday** 12:00 pm Pitt Worx timecard approval deadline for week ending 9/28/24 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					