





April 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	2. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 4/3/26 2:00 pm deadline for dept admins to request ACH reversal for 4/3/26 BW pay	3. Biweekly Payday QuickPay payday for Biweekly & Monthly	4.
5.	6. 12:00 pm Pitt Worx timecard approval deadline for week ending 4/4/26	7.	8.	9. 9:00 am deadline for depts to request QuickPays dated for 4/10/26	10. QuickPay payday for Biweekly & Monthly	11.
12.	13. 12:00 pm Pitt Worx timecard approval deadline for week ending 4/11/26 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	14. <i>Biweekly Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline 	15. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries 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	16. <i>UPP2 Day 1</i> 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 4/17/26 2:00 pm deadline for dept admins to request ACH reversal for 4/17/26 BW pay	17. Biweekly Payday QuickPay payday for Biweekly & Monthly <i>UPP2 Day 2</i> 7:00 am preview UPP2 payroll registers available 10:00 am UPP2 deadline for dept admin to request retries	18.
19.	20. 7:00 am final UPP2 payroll registers available 12:00 pm Pitt Worx timecard approval deadline for week ending 4/18/26	21. 	22. 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	23. <i>Monthly Day 1</i> 9:00 am deadline for depts to request QuickPays dated for 4/24/26 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	24. QuickPay payday for Biweekly ONLY <i>Monthly Day 2</i> 7:00 am preview monthly payroll registers available 6:00 pm deadline for dept admins to request monthly retries	25.
26.	27. 12:00 pm Pitt Worx timecard approval deadline for week ending 4/25/26 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	28. <i>Biweekly Day 1</i> 7:00 am final monthly payroll registers available 1:00 pm biweekly Pitt Worx employee action changes approval deadline 2:00 pm monthly and UPP2 deadline for dept admins to request ACH reversal	29. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	30. Monthly Payday 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 5/1/26 2:00 pm deadline for dept admins to request ACH reversal for 5/1/26 BW pay		

*Please note that your department may have earlier internal deadlines. For additional questions on your department's specific deadlines, please review with your department administrator.