




August 2025 Functional Calendar

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