




December 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1. 12:00 pm Pitt Worx timecard approval deadline for week ending 11/29/25	2.	3.	4.  9:00 am deadline for depts to request QuickPays dated for 12/5/25	5.  <b>QuickPay paydate for Biweekly &amp; Monthly</b>	6.
7.	8. 12:00 pm Pitt Worx timecard approval deadline for week ending 12/6/25  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	9.  <i>Biweekly Day 1</i>  1:00 pm biweekly Pitt Worx employee action changes approval deadline	10.  <i>Biweekly Day 2</i>  7:00 am preview biweekly payroll registers available  11:00 am deadline for dept admins to request biweekly retries	11.  7:00 am final biweekly payroll registers available  9:00 am deadline for depts to request QuickPays dated for 12/12/25  2:00 pm deadline for dept admins to request ACH reversal for 12/12/25 BW pay	12.  <b>Biweekly Payday</b>  <b>QuickPay paydate for Biweekly &amp; Monthly</b>	13.
14.	15. 12:00 pm Pitt Worx timecard approval deadline for week ending 12/13/25  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	16.  <i>UPP2 Day 1</i>  	17.  <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. 7:00 am final UPP2 payroll registers available  9:00 am deadline for depts to request QuickPays dated for 12/19/25  12:00 pm biweekly deadline for retroactive changes including timecards  12:00 pm monthly retroactive processing deadline for prior month pay changes  5:00 pm deadline for biweekly new hires/rehires to be completed which includes onboarding  5:00 pm deadline for monthly new hires/rehires to be completed which includes onboarding	19.  <b>QuickPay paydate ONLY for Biweekly &amp; Monthly - no UPP2</b> <i>Biweekly Day 1</i> <i>Monthly Day 1</i>  <b>EARLY TIMECARD CLOSING - 12:00 pm Pitt Worx timecard approval deadline for week ending 12/20/25</b>  1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires  1:00 pm biweekly Pitt Worx employee action changes approval deadline	20.
21.	22.  <i>Biweekly Day 2</i> <i>Monthly Day 2</i>  7:00 am preview monthly payroll registers available  7:00 am preview biweekly payroll registers available  11:00 am deadline for dept admins to request biweekly retries  6:00 pm deadline for dept admins to request monthly retries	23. 7:00 am final biweekly payroll registers available  9:00 am deadline for depts to request QuickPays dated for 12/26/25  2:00 pm deadline for dept admins to request ACH reversal for 12/26/25 BW pay  2:00 pm final monthly payroll registers available	24.  <b>UNIVERSITY HOLIDAY – UNIVERSITY CLOSED</b>  	25.  <b>UNIVERSITY HOLIDAY – UNIVERSITY CLOSED</b>  	26.  <b>WINTER RECESS</b>  <b>Biweekly Payday</b>  <b>QuickPay paydate ONLY for Biweekly – no Monthly or UPP2</b>	27.
28.	29.  <b>WINTER RECESS</b>  11:00 am monthly & UPP2 deadline for dept admins to request ACH reversal  12:00 pm Pitt Worx timecard approval deadline for week ending 12/27/25	30.  <b>WINTER RECESS</b>  9:00 am deadline for depts to request QuickPays dated for 12/31/25	31.  <b>WINTER RECESS</b>  <b>Monthly Payday</b> <b>QuickPay paydate for Biweekly &amp; Monthly – no UPP2</b>			