

December 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1.	2.	3. 9:00 am deadline for depts to request QuickPays dated for 12/4/26	4. QuickPay paydate for Biweekly & Monthly	5.
6.	7. 12:00 pm Pitt Worx timecard approval deadline for week ending 12/5/26 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	8. <i>Biweekly Day 1</i> 1:00 pm biweekly Pitt Worx employee action changes approval deadline	9. <i>Biweekly Day 2</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries	10. 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 12/11/26 2:00 pm deadline for dept admins to request ACH reversal for 12/11/26 BW pay	11. Biweekly Payday QuickPay paydate for Biweekly & Monthly	12.
13.	14. 12:00 pm Pitt Worx timecard approval deadline for week ending 12/12/26 	15. 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 9:00 am deadline for depts to request QuickPays dated for 12/18/26 10:00 am UPP2 deadline for dept admin to request retries 12:00 pm biweekly deadline for retroactive changes including timecards 5:00 pm deadline for monthly new hires/rehires to be completed which includes onboarding	18. QuickPay paydate for Biweekly & Monthly – no UPP2 <i>Biweekly Day 1</i> 7:00 am final UPP2 payroll registers available EARLY TIMECARD CLOSING - 12:00 pm Pitt Worx timecard approval deadline for week ending 12/19/26 1:00 pm biweekly Pitt Worx employee action changes approval deadline 5:00 pm deadline for monthly new hires/rehires to be completed which includes onboarding	19.
20.	21. <i>Biweekly Day 2 Monthly Day 1</i> 7:00 am preview biweekly payroll registers available 11:00 am deadline for dept admins to request biweekly retries 1:00 pm monthly Pitt Worx employee action changes approval deadline, excludes new hires/rehires	22. <i>Monthly Day 2</i> 7:00 am preview monthly payroll registers available 7:00 am final biweekly payroll registers available 9:00 am deadline for depts to request QuickPays dated for 12/23/26 2:00 pm deadline for dept admins to request ACH reversal for 12/23/26 BW 6:00 pm deadline for dept admins to request monthly retries	23. Biweekly Payday QuickPay paydate for Biweekly ONLY 2:00 pm final monthly payroll registers available	24. UNIVERSITY HOLIDAY – UNIVERSITY CLOSED 	25. UNIVERSITY HOLIDAY – UNIVERSITY CLOSED	26.
27.	28. WINTER RECESS 11:00 am monthly & UPP2 deadline for dept admins to request ACH reversal 12:00 pm Pitt Worx timecard approval deadline for week ending 12/26/26	29. WINTER RECESS	30. WINTER RECESS 9:00 am deadline for depts to request QuickPays dated for 12/31/26	31. WINTER RECESS Monthly Payday QuickPay paydate for Biweekly & Monthly – no UPP2	UNIVERSITY HOLIDAY – UNIVERSITY CLOSED	

*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.